FALL 2020 CSE POSITION DESCRIPTIONS

The following information describes some of the positions offered by the Center for Sustainability Education (CSE) for 2020-21. We are committed to building a diverse internship team, volunteer programs, and student representation on sustainability committees and we encourage students from all majors to apply for all positions. First year students are not eligible for paid internship positions.

We advertise for certain positions, but customize every role, every semester. We are open to exploring your ideas and interests and encourage applications without commitment to the positions described here. We want to work with you and hope to incorporate your innovative ideas into our programs today!

CSE does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression or sexual orientation. We want you!

CURRENT OPENINGS:

1. Center for Sustainability Education Interns (paid) and Apprentices (volunteer)
2. Presidents Commission on Environmental Sustainability (PCES) student members (volunteer)
3. CSE Steering Committee student members (volunteer)

   Eco-Reps (volunteer) apply online at http://www.dickinson.edu/ecoreps

TO APPLY:

Submit your CSE Application (available online), a current resume, and a writing sample to sustainability@dickinson.edu by Monday, March 30, 2020.

Past interns DO NOT need to resubmit a writing sample but do need to complete a new application form.

FOR MORE INFORMATION:

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POSITION OVERVIEW:

1. The Center for Sustainability Education's (CSE) Internship Program employs students to work on projects to advance sustainability at Dickinson. CSE will be hiring paid interns for the positions listed below in Fall 2020. Specific positions are described here, but we reserve the right to adjust positions, both quantity and type, based on available funding and applicant skills.

These descriptions should be used as a guide, but we will attempt to place students in the positions of best fit. CSE also welcomes academic credit interns and volunteers and encourages students to contact us to explore ideas for projects.

- Hours: Will be decided by student with CSE staff and will not exceed 10 hours per week for 14 weeks. Students set their own work hours between the hours of 8:00 am and 5:00 pm, Monday through Friday.
- Compensation: Paid interns will be compensated based on commensurate job experience on campus and paid bi-weekly. Students who do an internship for academic credit will not receive pay. Unpaid apprenticeships are also available through the same application process- as staffing allows.
Qualifications: Preference will be given to students with experience as volunteers or paid interns of Dickinson programs that advance sustainability, civic engagement, equity, inclusion, social justice, or community service. Strong candidates should be passionate about the concept and execution of sustainability on campus and possess the ability to work well individually and as part of a team. Some experience may be necessary for certain positions, but all majors and class years are welcome and encouraged to apply.

NOTE: Successful completion of the Dickinson Internship Notation Program (INP) through the Dickinson Career Center is required for all paid first time CSE interns.

POSITION DESCRIPTIONS:

Note: The online application form allows you to rank your preferences for the positions listed below. You can also indicate your own ideas by using “other”.

Biking@Dickinson Intern

This position will focus on managing Biking@Dickinson programs including The Handlebar, Dickinson's bicycle cooperative, Handlebar volunteers, Dickinson bike share programs and biking rides and events for the campus and community.

Duties for this position include the following:

- Recruit, coordinate and help train volunteers to assist in running The Handlebar
- Maintain The Handlebar as a workable and clean space for the Dickinson community to fix their bicycles
- Management of the Green Bike Program and indoor bicycle storage
- Work with the Bicycle Advisory Council (BAC) to advance Biking@Dickinson
- Promote Dickinson's biking culture through blogging, social media, and events
- Organize, promote, and advertise Biking@Dickinson events such as Bike to Farm Potluck, rides, trips to Recycle Bicycle, community events etc.
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- Other responsibilities as assigned by CSE

Qualifications for this position: Some experience with bicycle maintenance, either personally or on a professional basis, is necessary. Communication skills in writing, design, and publications a plus! Additional training provided.

Communications and Outreach Intern

This position will promote CSE programs through the use of social media, websites, newsletters, and interpersonal communication.

Duties for this position include the following:

- Edit & publish the bi-weekly Sustainability E-newsletter
- Manage communication and outreach for EcoLeague (interviewing, social media, clerical support)
- Develop creative outreach campaigns to support CSE initiatives and events that advance sustainability
- Prepare information to update the CSE website, social media feeds, and college calendars
- Serve as a liaison to partner offices and programs
- Assist with tours, tabling, info sessions and open houses
- Managing CSE display board and tabling contents
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- Other responsibilities as assigned by CSE
Qualifications for this position: Experience utilizing social media for event and organization marketing and advertisement, developing websites or web-content, or skills using Adobe programs are preferred. Strong organizational, writing, and editing skills are necessary.

**Eco-Reps Coordinator**
This position coordinates the Eco-Reps program and all volunteers therein, who are peer sustainability educators in campus community spaces.

Duties for this position include the following:

- Successful recruitment and retention of Dickinson Eco-Rep student, staff and faculty volunteers
- Facilitate Eco-Rep meetings (3/semester) and serve as a leader & role model to Eco-Reps
- Coordinate all Eco-Rep trainings and programming
- Liaise between CSE and Eco-Reps to expand the knowledge and practice of sustainability at Dickinson
- Monitor and evaluate Eco-Reps’ responsibilities and programs
- Continue and expand Eco-Reps programmatic offerings based on campus and community needs
- Manage campus composting and plastic bag recycling programs in all Eco-Rep locations
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- Other responsibilities as assigned by CSE

Qualifications for this position: Experience as an Eco-Rep is preferred. Strong organizational and leadership skills are required. Must be comfortable recruiting, retaining and encouraging volunteers.

**Projects Coordinator**

The projects coordinator will work to improve and promote CSE’s college-wide programs and events to ensure they are reaching the broadest audience possible.

Duties for this position include the following:

- Manage the Green Devil Certification Program
- Manage the LOCALTUNITY program
- Assist with Sustain IT Workshop Series
- Assist in hosting Exploring Our Place Workshops
- Coordinate educational events and/or programs highlighting Dickinson’s sustainability work
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- Other responsibilities as assigned by CSE

If applying for this position, experience with organizing events, promoting behavioral changes, and serving as a leader are encouraged. Must be comfortable with marketing and outreach to large, diverse audiences. Ability to multitask required.
**Media Intern**
The Media Intern will assist CSE in designing media content for programs, campaigns and events. The media intern is responsible for CSE’s online presence as well as digital publications and communications.

Duties for this position include the following:

- Lead in the design of all print and digital media
- Lead management of CSE social media accounts, particularly Facebook, Twitter, Instagram You Tube, Flickr, and Storify
- Manage all sustainability-related blogs, google forms, and events on the EngageD platform
- Develop and produce print, photo, and video content
- Develop CSE website content (photo slide shows, videos etc.)
- Serve as CSE Historian to photo documents events and campaigns
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- Other responsibilities as assigned by CSE

Qualifications for this position: Experience in graphic design, digital media creation, blogging and social media required. Direct experience in video or podcast production a plus.

**Sustainability Data Analyst Intern**
This position will assist in management and analysis of CSE and campus sustainability metrics, and support development and management of Dickinson’s sustainability dashboard. Metrics vary by semester and are determined by reporting requirements.

Duties for this position include the following:

- Analyzing data that advances sustainability at Dickinson
- Manage data for Dickinson’s Sustainability Dashboard
- Provide other interns with metrics and survey to support and assess their work to advance sustainability
- Assisting with sustainability metrics related to AASHE STARS and SIMAP (data collection, analysis, and reporting)
- Preparing data reports for PCES, CSE’s steering committee, and CSE staff
- Aid other interns with data organization and communication in their respective specialties
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- Other responsibilities as assigned by CSE

Qualifications for this position: Experience managing, interpreting, and visualizing data and working in partnership with multiple organizations and departments.
**The Hive Intern**
This position will focus on growing, managing, and maintaining The Hive, Dickinson’s bee cooperative’s volunteers, events, grounds, and beehives.

Duties for this position include the following:

- Manage Dickinson’s beehives, hive checks and equipment
- Recruit, coordinate, train and retain volunteers for The Hive
- Serve as the primary liaison for Hive members including students, staff, and faculty
- Assist in the coordination of the working groups related to The Hive
- Assist in fulfilling the requirements of the Bee Campus designation
- Plan, organize, market, and lead events for The Hive
- Assist in the implementation of curricular and co-curricular opportunities for this living laboratory
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- Other responsibilities as assigned by CSE

Qualifications for this position: experience keeping honey bees, organizing events, and managing volunteers preferred. Additional beekeeping training provided.

**Waste Minimization Intern**
This position will research and construct strategies to improve waste reduction and diversion practices across campus while working to promote our existing successful programs like Dickinson Free xChange, campus composting, cardboard recycling, plastic bag recycling etc.

Duties for this position include the following:

- Coordinate education and outreach programs, campaigns and events for waste reduction and diversion
- Coordinate Dickinson Free xChange program including volunteer recruitment and retention, outreach and programming, and the space
- Lead the collection/education of e-waste recycling, plastic bag recycling and campus composting programs coordinated by CSE
- Advance cardboard recycling reaching Project SHARE
- Serve as a CSE liaison for working towards zero-waste events with Eco-Reps, interns, and others
- Work with campus partners to advance programs aimed at waste reduction with Dining Services, Campus Operations, Housekeeping, clubs and organizations etc.
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- Other responsibilities as assigned by CSE

Qualifications for this position: experience managing and implementing projects, working in partnership with multiple groups, and ability to create innovative solutions required.
2. **The President’s Commission on Environmental Sustainability (PCES)** works to enable Dickinson College to become a leader for sustainability in higher education through transformative innovations in our curriculum, co-curricular programs, student life, campus culture, campus operations, and interactions with communities beyond the campus. PCES will:

- Hear updates on sustainability efforts from the divisions and organizations of the College,
- Provide a forum for discussion of any issues of coordination among divisions and organizations,
- Discuss potential new initiatives in environmental sustainability, and
- Develop and agree on recommendations. The Commission shall report to and make recommendations to the President.

**HOURS:** The commission meets at least four times each academic year. Special assignments may add service hours between meetings.

**COMPENSATION:** This is a volunteer leadership experience.

**QUALIFICATIONS:** To be appointed by the president, once must demonstrate:
- Interest in sustainability.
- Commitment to improving sustainability at Dickinson.
- Willingness & ability to engage members of the Dickinson community to raise awareness of and promote the mission and work of PCES.
- Experience with sustainability initiatives of the college in teaching, co-curricular programs, student life, campus culture, campus operations, college governance, or the wider community.

3. **The Center for Sustainability Education Steering Committee** will advise CSE on matters relating to sustainability education in the college curriculum and co-curricular programs and act as a liaison between the Center and the faculty, administration, staff and students. The Steering Committee, through its advice, will help CSE to:

- Seek to carry out learning objectives for sustainability education,
- Develop a strategy to meet the learning objectives by integrating sustainability in the curriculum and co-curricular programs,
- Identify, prioritize and guide Center activities to support implementation of the strategy, and
- Serve as a liaison with the wider Dickinson community, the Steering Committee will facilitate the exchange of information and perspectives between the Center and relevant constituencies about the objectives, strategy, activities and performance of the Center.

**HOURS:** The commission shall meet at least four times each academic year.

**COMPENSATION:** This is a volunteer leadership experience.

**QUALIFICATIONS:** Members should possess:
- Demonstrated interest in sustainability.
- Commitment to improving the College through sustainability.
- Experience with sustainability initiatives of the college and/or knowledge of the work CSE has accomplished.

**OTHER POSITIONS MAY BE EXPLORED AS SKILLS AND INTERESTS ARE DETERMINED. APPLY SO WE KNOW!**