

## SPRING 2021 POSITION DESCRIPTIONS

The following information describes the positions offered by the Center for Sustainability Education (CSE) for Spring 2021. We are committed to building a diverse internship team and strong volunteer programs. We encourage students from all majors to apply for all positions.

First year students are not eligible for paid internship positions.

**SPRING 2021: Some positions are already filled, so the ones listed here are considered open at this time.**

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!

**Interested in our Eco-Reps Program? This is a great volunteer opportunity to learn about sustainability at Dickinson. Apply online (separately) at <http://www.dickinson.edu/ecoreps>**

### TO APPLY FOR A PAID INTERNSHIP:

Submit your CSE Application ([available online](#)), a current resume, and a writing sample to [sustainability@dickinson.edu](mailto:sustainability@dickinson.edu) by **Sunday, November 29, 2020 (Midnight)**.

**FOR MORE INFORMATION:** Lindsey Lyons, CSE Assistant Director, Kaufman 194, [lyonsli@dickinson.edu](mailto:lyonsli@dickinson.edu)

### POSITION OVERVIEW:

**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. 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. We welcome academic credit interns and volunteers and encourage students to contact us to explore ideas.

- **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.
- **Location:** Interns will be working both on campus and remotely as determined by their residence life status with the college. CSE will accommodate working in both environments.
- **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/interest for the positions listed below. You can also indicate your own ideas by using “other”.

#### **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.

#### **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 communication and outreach for EcoLeague (interviewing, social media, clerical support)
- 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.

### **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 (looking for beekeeping experience!)
- Coordinate Dickinson's role in community beekeeping
- 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 preferred**, 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 and 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.

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