



## CENTER FOR SUSTAINABILITY EDUCATION

**The Center for Sustainability Education's (CSE) Summer Internship Program** employs students to work full-time on projects to advance sustainability at Dickinson.

CSE will be hiring **one** full-time (40 hrs/week) paid **Sustainability Projects Intern** for summer 2021. Dates of employment are Monday, June 7 – Friday, August 20, 2021 (10 weeks). Campus housing is included. Pay rate is \$8.75/hr.

All qualified persons are encouraged to apply! We are committed to building a diverse internship team. CSE does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation, or any other protected class.

### HOW TO APPLY:

Complete the online CSE Application (available online or by e-mailing Lindsey Lyons, CSE Assistant Director) and e-mail, along with your resume and writing sample, to [sustainability@dickinson.edu](mailto:sustainability@dickinson.edu).

**Applications are due no later than 5:00 PM, April 5, 2021.**

- **HOURS:** 40 hours per week for 10 weeks.
- **COMPENSATION:** Paid interns will be compensated at \$8.75/hour.
  - Campus housing will be provided. Food is not provided, though interns can participate in the farm's work-share CSA.
- **TRANSCRIPT NOTATION REQUIRED:** For first time interns only, through Dickinson's Career Center. Optional for returning student interns.
- **SUPERVISION:** Intern will work directly with CSE Director and Assistant Director, daily.
- **REQUIREMENTS:** All majors and years are welcome and encouraged to apply. No other campus employment can be accepted in conjunction with this position.
- **LOCATION/WORK ENVIRONMENT:** Safe on campus work will be required to maintain our living lab programs, but some work is able to be completed virtually. This person should reside on campus though.

## **Sustainability Projects Intern Position Description**

This position will be responsible for advancing sustainability projects at Dickinson College. Interns will update communications, media and programs to be ready for launch in Fall 2021. The summer intern will gain valuable knowledge and skills that will add to their educational experience while providing substantial benefit to CSE programming at Dickinson College.

Specific duties for this position include the following:

- Prepare information & media to update CSE website & other publications;
- Help plan and staff sustainability programs for fall new student orientation, pre-orientation and Green Move-In;
- Help plan and prepare for 2021-22 sustainability programs, including Eco-Reps, the Sustain IT Workshop Series, Exploring Our Place field trips, campus and community biking programs, LOCALTUNITY, Green Office Certification etc.;
- Assist with programming and maintenance of The Hive, The Handlebar and Dickinson Free xChange.
- Collect and analyze data for use in the Sustainability Dashboard, Cumberland County climate action planning, external reports, and greenhouse gas emissions inventories;
- Assist with and staff open houses, tours and other activities for summer visitors;
- Create photo and project galleries;
- Develop educational resources;
- Support CSE communication efforts through the summer via social media, list-serves, e-newsletter, webpage updates and other publications;
- Develop and implement an independent project that advances sustainability at Dickinson.
- Other responsibilities as assigned by CSE

Qualifications for the Sustainability Projects Intern include:

- Self-directed, motivated student that works well individually and as part of a team;
- Ability to work in person and remotely effectively using digital communications like Microsoft Office 365 (outlook, Teams etc.).
- Strong interpersonal communication skills (to students, faculty and staff)
- Creative thinking and proactive approach to problem solving;
- Ability to multitask and manage projects independently;
- Creative and innovative minds;
- Desire to learn;
- Possesses excellent time management skills;
- Experience with organizing events and creating and promoting media content;
- Skills using Microsoft excel to record and analyze data is preferred;
- Proficiency in social media and web and blog development;
- Adobe Suite skills is preferred.