

## SPRING 2023 POSITION DESCRIPTIONS

The following information describes some of the positions offered by the Center for Sustainability Education (CSE) for Spring 2023. 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 specific 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)**
2. **Eco-Reps (volunteer) should 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](mailto:sustainability@dickinson.edu) by **Tuesday, November 22, 2022**. Writing sample should be less than 5 pages and demonstrate the candidate's ability to communicate effectively on any subject matter.

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

First year students cannot work for pay at the Center for Sustainability Education.

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

### 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 2022. Specific positions are described here, but we reserve the right to adjust positions, both quantity and type, based on available funding and applicant skills.

- **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”. We will also adjust positions based on best fit and skill sets.

### **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, retain and train volunteers for 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 for Dickinsonians
- Make Dickinson a more bike friendly campus
- Advance Dickinson’s biking culture through blogging, social media, and events
- Organize and promote Biking@Dickinson events such as rides, partnerships & community events
- 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
- Develop creative outreach campaigns to support CSE initiatives and events that advance sustainability
- Prepare information to update the CSE website, social media, EngageD, and publications
- Assist with tours, tabling, info sessions and open houses
- Manage & update 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. Strong public speaking skills desired.

### **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. Possess the ability to plan and organize groups and meetings.

### **Partnerships & 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:

- Coordinate a college-wide celebration for Earth Day
- Manage the Green Devil Certification Program
- Manage the Green Organization Checklist
- Assist with CSE sponsored workshops and events
- Serve as a liaison to campus offices and departments requesting CSE assistance
- 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. Public speaking skills desired.

### **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, YouTube and Tic Tok
- 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 with the collection, analysis, interpretation, communication, and documentation of data used to monitor, report, and improve campus sustainability performance.

Duties for this position include the following:

- Collect, analyze, interpret, and document data relating to campus sustainability performance, including energy use, water use, waste management, commuting, travel, food purchases, and greenhouse gas emissions.
- Assist with preparing reports on sustainability performance for campus audiences and external organizations.
- Assist with updating Dickinson's climate action plan and communicating the plan to the Dickinson community.
- Assist with climate action planning activities of local governments.
- Assist with maintaining Dickinson's online Sustainability Dashboard.
- Provide data analysis support to assist other CSE interns with their work.
- 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 working with data, working with spreadsheets, and creating charts to display data; strong communication skills; abilities to work as an effective member of a diverse team; and abilities to partner with different organizations.

### **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 four 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
- 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!**