



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 full-time (40 hrs/week) paid **Sustainability Projects Intern** for summer 2023. Dates of employment are Monday, June 5 – Friday, August 11, 2023 (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.

Applications are due no later than 5:00 PM, March 21, 2023.

- **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.
- **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 of Sustainability Learning and Executive Director, daily in both in person and remote work environments.
- **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 on campus.

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 2023. The intern will gain valuable knowledge and skills that will add to their educational experience while providing substantial benefit to sustainability projects and programming in the curriculum, operations, residence life and co-curricular opportunities.

Specific duties for this position include the following:

- Prepare information & media to update CSE website & other digital publications.
- Support CSE communication via social media, list-serves, and e-newsletter.
- Help plan and staff sustainability programs for fall new student orientation, tabling, Pre-Orientation and Green Move-In;
- Help plan and prepare for 2023-24 sustainability programs and campaigns including Eco-Reps, campus and community biking programs, sustainability reporting, resilience commitment, Green Event Checklist, Green Office Certification etc.
- Complete Dickinson's Bee Campus USA application.
- Assist with programming and maintenance of biking at Dickinson programs and events, The Handlebar, and red and green bikes at Dickinson.
- Assist with community grants and fundraising to support the Northside Ride and community biking programs.
- Assist with programming and maintenance of The Hive, its programs, and the bees at Dickinson.
- Assist with programming and maintenance of Dickinson's Free xChange, U-Turn (Green Move Out), and donations and reuse on campus.
- Collect and analyze data for use in the Sustainability Dashboard, external reports, and greenhouse gas emissions inventories.
- Assist with and staff open houses, tours and other activities for summer visitors.
- Create photo, video and project galleries for recruiting and marketing.
- Serve as a liaison to campus partners in support of sustainability projects.
- 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 individually and as part of a team;
- Strong interpersonal communication skills (to students/faculty/staff, community, alums etc.)
- Driven and independent work style;
- Desire to network and build partnerships;
- Creative thinking and proactive approach to problem solving;
- Ability to multitask and manage projects independently;
- 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 maintenance;
- Adobe Suite skills is preferred.

Student interns at the Center for Sustainability Education (CSE) will:

- Gain valuable knowledge and skills that will add to their educational experience while providing substantial benefit to sustainability at Dickinson.
- Think critically about causes, consequences, connections and potential solutions for a problem related to sustainability.
- Develop and help implement solutions to a problem related to sustainability.
- Work as a member of a team on a shared goal or project with campus stakeholders.
- Communicate effectively to raise awareness or motivate action related to sustainability through writing, speaking, graphic design and/or social media.