

WINTER & SPRING 2017

EARTH WEEK

INTERNSHIP OPPORTUNITY

WE NEED:

- 2 quarter & 2 unit commitment
- 5-7 hours of work per week
- Inter-Org Sustainability Retreat Participation (1/13-15/2017)
- Rachel Carson student
- Related experience & a passion for sustainability issues!

YOU GET:

- Experience planning & coordinating events
- Professional skills such as budgeting, collaboration, marketing, & time management
- Support & guidance from professional and student staff
- To make a difference in the UCSC community!

INTERESTED?

**APPLICATIONS DUE
WEDNESDAY, 11/23**

<https://goo.gl/forms/6JVL7l1uvPjVeMRR2>

For questions or more information contact:

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RACHEL CARSON COLLEGE – SUSTAINABILITY INTERN
2-UNIT INTERNSHIP | WINTER & SPRING 2017

DESCRIPTION

With Rachel Carson College's commitment to the Environment & Society, the Rachel Carson Sustainability Internship Program seeks to create a community of leadership and engagement of the college's theme through experiential learning. Interns develop student leadership skills by coordination of events, programs, and workshops for the Rachel Carson and greater UCSC community.

PROGRAM & PROJECT COORDINATION

- Coordinate Earth Week with the Rachel Carson Chancellor's Undergraduate Internship Program (CUIP) Special Events Programs Coordinator
- Create quarterly programs including large and small-scale events such as panel discussions, receptions, film screenings, field trips, etc.
- Collaborate with campus environmental partners, faculty, and staff
- Interns will gain valuable professional skills such as setting task lists and timelines, organization and time management, developing budget proposals, writing press releases and marketing, facilitating meetings, communicating with campus units and off-campus guests, and working in a team

GENERAL ADMINISTRATION

Interns also provide clerical and administrative support to the Rachel Carson staff during office hours including answering telephones, providing program information, and welcoming students in the office.

REQUIREMENTS

- 2 Unit Internship—Pass/No Pass
- 5-7 hours per week (mostly during regular business hours, some events will require night and weekend work)
- 2 quarter commitment
- 4-6 pages Critical Reflection Paper
- Inter-Organizational Sustainability Retreat Participation (January 13-15, 2017)

PREFERRED QUALIFICATIONS

- Strong oral, written, and interpersonal skills sufficient to interact with a diverse group of faculty, staff, and students
- Basic typing and computer skills
- Ability to work under pressure with multiple on-going projects, varying deadlines, and numerous interruptions
- Ability to work collectively in a teamwork environment
- Must be responsible, reliable, resourceful, and have initiative
- Experience with, and knowledge of, sustainability issues
- Rachel Carson College student

CONTACT

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