Administrative Office of Sustainability
Internship Position description

**Position Description**: This position works directly with the sustainability specialist to advance campus sustainability initiatives at UWEC and UWEC Barron County. This position is adaptable, and the candidate may be involved with a variety of projects including care of the hydroponics units, STARS (Sustainability Tracking, Rating, and Assessment System) reporting, crafting the sustainability newsletter, greenhouse gas data collection, working with the student Office of Sustainability to fund events, researching campus sustainability best practices, and other projects, including ones initiated by you! All majors are encouraged to apply.

**Required Skills & Knowledge**:
- A willingness to connect with new people
- Excitement to work with diverse individuals and groups of people
- Interest and/or experience with project management
- Ability to communicate effectively
- Self-starter

**Preferred Skills & knowledge**:
- Project management/event coordinator experience
- General knowledge about sustainability, either globally or locally
- Experience using outlook calendar and Microsoft office suite (PPT, Word, etc.)
- Experience incorporating Equity, Diversity, and Inclusion into work and/or background knowledge on EDI content learned
- Storytelling and/or experience creating media

**Pay scale**: Pay is considered “advanced level” for students. Most interns begin at an hourly rate of $13 per hour, for an average of 6-10 hours per week over the course of the academic year. Your work schedule will be adapted to your school schedule, except for one weekly meeting that all interns and graduate assistants are required to attend.

**Location**: Location is flexible. UWEC Barron County interns may remain at Barron County the entirety of their internship. Main Campus students may work in person or partially remotely if they have experience successfully completing work at home.

**To apply**: Please email sustainability@uwec.edu with a resume and answer the questions listed below. Cover letters are optional.

1. Why are you interested in an internship with the Administrative Office of Sustainability?
2. List some strengths/skills you think you would bring to this internship, whether relevant to the role(s) or not. Please write what comes to mind – no need to be exhaustive.
3. What questions/concerns do you have? Are there ways we can make these internships more accessible for you?

**Required documentation to work at UWEC**: 
Students will need to fill out the following forms after being offered an internship:

- An Employment Eligibility Verification Form (I-9 Form)
- Direct Deposit Form
- Background check

Proof of citizenship is required for this position