# C:\Users\davisjg\Desktop\IUPUISustainabilty_Logo.pngHiring Unit: IUPUI Sustainability

**Job Title:** Green Infrastructure Intern

**Hourly rate:** $12-13/hr

**Hours:** 15-20 hours/week

**About IUPUI Sustainability**

IUPUI Sustainability is committed to creating a culture of sustainability and advancing sustainability in the academic, research, operational, and campus/community engagement programs at IUPUI. Our vision is to be recognized as a national leader in urban sustainability while supporting student success and the well-being of citizens of Indianapolis, the state of Indiana, and beyond. By transforming our university into a living lab for sustainability, we are testing innovative solutions in our own community and creating a legacy rooted in diverse partnerships to develop bold solutions for the classroom, the campus, and the city.

**Purpose**

Assist IUPUI Sustainability by leading the effort to inventory trees on IU campuses across the state. This individual will use Geographical Information Systems (GIS) to update the IU enterprise’s tree inventory, which includes data on: tree location, tree species, height, diameter at breadth height, health indicators, and soil indicators. This position will focus most heavily on the IUPUI campus, but travel to other IU campuses will be required (travel costs will be reimbursed) to replicate the effort there. Results from this data collection will be used to compile a report on the value of trees to the university.

**Duties, Functions and Responsibilities include**

* Tree canopy inventory (80%)
  + Using ArcGIS, update IUPUI’s tree inventory by collecting data on: tree location, tree species, height, diameter at breadth height, health indicators, and soil indicators
  + Travel to other IU campuses to update their tree inventories
  + Compile data into an iTree report, which reflects the value of trees to the university
* Education and engagement (10%)
  + Educate and engage with students and staff at other IU campuses to answer their questions on the tree inventory
  + Provide training when necessary
* Other duties as assigned (10%)
  + Professional development
    - Identify ways to grow professionally and actively participate in those opportunities
  + Assisting with other office programs and initiatives as needed

**Eligibility and Requirements**

Required Qualifications

* Must be an IUPUI student – undergraduate or graduate student
* Have and maintain a cumulative GPA of 2.5 or greater
* Must be reliable and possess strong organizational skills

Preferred Qualifications

* Familiarity with or interest in principles of sustainability, arboriculture, and/or sustainable landscape practices
* Strong writing and communication skills
* Strong desire and ability to learn
* Tree identification skills

**Characteristics of a Strong Candidate/Knowledge, Skills and Abilities**

The following are essential for this position: initiative, self-motivation, attention to detail, highly organized, skills/familiarity with ArcGIS or ability to learn the program, professionalism, ease with working with many different types of people, volunteer experience, a natural ease in new situations, ability and willingness to work in outdoor conditions.

**Necessary Tools and Equipment**

Weather appropriate clothing, water bottle, cell phone, and laptop computer are required. Measuring tape, a tree caliper, tablet, and all other field equipment will be provided.

Personal transportation is strongly recommended. If you do not have personal transportation, then it will be required you become an approved university driver to drive a university vehicle to other IU campuses.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to work outdoors, often exposed to heat and direct sun. They will need to walk, squat, and kneel for intermittent durations of time. The employee must use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment**

The work is performed primarily outdoors and thus there is exposure to the elements of nature (heat/sun, rain/chill). This student employee will be expected to work at least one day in the office and meet for a bi-weekly staff meeting. The remainder of their work will be done remotely, on or off campus. The noise level in the work environment is moderate.

**Profiles of Learning for Undergraduate Success**

Through their work in this position, students will become acquainted with the following profiles:

* Communicator: Student will gain skills in written and oral communication by corresponding with campus and community leaders in a professional manner. Student will gain experience in public speaking and professional writing.
* Innovator: Student will gain the ability to design, plan, organize, and implement projects and tasks within a specific timeframe. They will learn how to independently research and seek out information needed for the job.
* Problem Solver: Student will gain the ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments. They will identify and propose solutions for problems using qualitative and quantitative tools, reasoning, and creative thinking.
* Community Contributor: The student will learn how to collaborate with other departments across campus and community organizations, and work with others on committees and/or team projects. Will recruit and manage volunteers.