

**Hiring Unit:** IUPUI Sustainability & IUPUI Office of International Affairs (OIA)

**Job Title:** OIA Sustainability Intern

**Hourly Wage:** $11.00

**Hours:**  10 – 15 hours / week

**About the Office of International Affairs**

The IUPUI Office of International Affairs is committed to embedding concepts of sustainability into our work. We believe that global learning has an important role to play in educating the IUPUI community about sustainability and energizing campus members to act in support of it. We recognize our responsibility to act and examine our own processes, as well as educate towards a better future for all. OIA utilizes the United Nations Sustainable Development Goals as a framework in our work.

**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:**

The Office of International Affairs (OIA) Sustainability Intern will support the work of the OIA Green Team, as the group works to identify and implement sustainable practices. Current areas the team is exploring are: increase recycled-content in office paper; purchase renewable energy for the office; development of resources for sustainable travel; assess the impact of promotional items; reduce waste associated with office meetings; and create educational campaign to create culture of sustainability at OIA.

**Duties, Functions, and Responsibilities include:**

Development and implementation of goals (50%)

* Gather baseline data for reporting progress (miles flown, paper used, etc.)
* Draft recommendations for reducing waste of promotional materials
* Draft a “Green Travel Guide” to be shared with campus
* Support the implementation of greener meetings for the office of international affairs

Research and identify best practices (20%)

* Compile resources for a “Green Travel Guide”
* Explore tools and models for embedding sustainability into student and faculty/staff orientations
* Research opportunities for carbon offsets/insets for travel
* Assess the economic and environmental impact of promotional materials

Communications and outreach (15%)

* Develop short stories/articles on the value of sustainability in the context of IUPUI internationalization
* Develop educational materials for web and social media platforms, including graphic designs assets
* Develop and manage educational campaign to promote new sustainable practices with OIA and its constituents

Support the OIA Green Team meetings (15%)

* Support scheduling and arranging virtual meeting spaces
* Provide minutes and recordings for the meetings
* Assisting in logistical coordination of Green Team

**Eligibility and Requirements**

Required Qualifications

* IUPUI undergraduate freshman and sophomores are eligible
* Have and maintain a cumulative GPA of 2.5 or greater
* Enrolled in at least 12 credit hours during employment
* Must be Federal Work Study eligible
* Complete requirements associated with the IUPUI Office of Student Employment’s Hire Achievers Program
* Must be reliable and possess strong organizational skills

Preferred Qualifications

* Familiarity in principles of sustainability, management, international relations, or a related field
* Strong writing and communication skills
* Strong desire and ability to learn

**Tools and Equipment Used**

Laptop computer and cellphone are required. Software used includes Zoom, Microsoft Word and Excel, Google Drive, Sheets and Documents.

**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 is frequently required to sit, talk, hear, and use a computer for extended periods of time. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision in the ability to adjust focus.

**Work Environment**

The work is performed equally in a remote and office setting. This student employee will be expected to work at least one day in the office, and the remainder of their work will be done remotely, on or off campus. The noise level in the work environment is minimal.

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

The following are essential for this position: initiative, self-motivation, attention to detail, highly organized, team-player, interest and knowledge of sustainability, professionalism, comfort working with many different types of people, natural ease in new situations, and willingness to learn.

**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 leaders in a professional manner. Student will gain experience in public speaking, presenting, and meeting facilitation.
* 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. They will cultivate collaboration and engagement to achieve group consensus**.**

**Application**

To apply, upload the following:

* Resume
* A brief, written response to the following questions: (1) Why is sustainability important to you? (2) In what ways can global learning/international experiences support sustainability? (3) What do you hope to learn as a result of this experience? (4) How will it help you move forward in your academic or professional career?