

Internship Coordinator

How We Work

Today's stubborn, pervasive, and intertwined sustainability challenges often require bold leadership and visionary responses. The Office for Sustainability has a unique approach. We act as a "Do Tank for Thinkers." We see every problem as a design challenge and treat the campus as a living, learning laboratory for applied innovation. We focus on understanding the deep roots of resistant challenges and on developing and prototyping actionable, anticipatory solutions that build campus and community resilience and enhance well-being for all. Our goal is to build a diverse and flourishing learning community around addressing these challenges. To do this, we:

- embrace difference and encourage difficult conversations
- educate, connect, and empower students, staff, faculty, alumni, and the community
- foster the integration and infusion of sustainability into research and teaching
- lead with original and innovative research to address real-world problems
- prototype technical and social innovations and develop pilot programs
- incubate and catalyze internal and external partnerships and collaborations
- help WMU to assess, scale-up, and institutionalize promising, piloted solutions
- recognize and celebrate accomplishments from all over the campus and community

We cultivate Next Generation leaders by helping students from all disciplines, undergraduate and graduate alike, to develop the skills, fortitude, and habits of mind to attack pressing real-world problems — at all scales; local, regional, and global. Are you talented, fearless, and deeply committed to improving quality of life for all? Have a hankering to make a difference by taking a crack at complex, real-world problems? Do you want to collaborate with bright, like-minded people that are dedicated to creating a diverse and inclusive workspace? Then you are a budding sustainability leader! Apply to work with us today and develop your talents!

Position Description

The Western Michigan University Office (WMU) for Sustainability (OfS) is seeking an Internship Coordinator (IC). This 18- to 30-month employment opportunity is open to enrolled WMU graduate students and post-graduate applicants holding a bachelor's degree or higher. The IC operates the OfS **Wesustain** Internship program, which is a semester-long, cohort-based, and discovery-driven internship open to all WMU students each Fall and Spring semester. The IC works year-round running the existing program while also driving continuous program improvement.

The IC is primarily responsible for inspiring, encouraging, and fostering the leadership development of a group of 10-12 students throughout their semester-long **Wesustain** Internship experience. This involves selecting and distributing readings and journal prompts each week related to a particular sustainability theme. The IC facilitates weekly group discussions and enrichment activities that catalyze hands-on, experiential learning opportunities. Additionally, the IC aids each intern in completing individual career-building activities throughout the semester and ensures the completion of pre- and post-internship assessments. As the leader of a group of ambitious and dynamic students, the IC must be able to organize these meetings, events, and activities while remaining flexible and attentive to interns' varying needs each week. The IC conducts regular programming during the Fall and Spring semesters of the academic school-year and performs evaluation, organization, and improvement tasks during the summer terms.

In addition to their main role, the IC is responsible for internship outreach and recruitment and will serve as an ambassador for the OfS and the internship program at on- and off-campus events. These events will be used as a tool for recruiting a diverse cohort of students from many different backgrounds and levels of expertise to become leaders in sustainability. Throughout the school year the IC will also foster relationships with organizations on

campus and in the community to arrange collaborative, ongoing partnerships with the OfS.

The IC reports to, meets with, and works with the OfS Executive Director regularly to ensure the effectiveness and success of the **Wesustain** Internship program. The IC will begin work by “job shadowing” with the current, outgoing IC during the Spring semester of 2018. Hours vary but are limited to 20 hours per week year-round.

Wesustain Internship program information is available at:
<http://www.wmich.edu/sustainability/opportunities/internships>

Find summary information about the Internship program at <http://www.wmich.edu/sustainability/reports-publications> and on OfS social media platforms.

Major Responsibilities

- Job shadowing with the current Internship Coordinator
- Recruitment, interviewing, and selection of intern applicants
- Program operation and supervision of Fall and Spring semester intern cohorts
- Learning outcome assessment, documentation, and data analysis leading toward professional publication
- Continuous program improvement and annual program planning

Minimum Qualifications

- Bachelor’s degree
- Higher education student leadership development and/or program management experience
- Strong oral and written communication skills
- Commitment to advancing diversity and inclusion at the OfS
- Personal commitment to sustainability

Closing Date

Open until filled.

Hours and Compensation

Up to 20 hours per week; hourly pay rate commensurate with qualifications and experience. Applicants may qualify for other project, program, or research employment opportunities with the OfS that can be combined with the 20-hour per week IC opportunity.

To apply, review <http://www.wmich.edu/sustainability/opportunities/jobs> and download, complete, and submit the WMU Office for Sustainability Employment Application to wmu-sustainability@wmich.edu.

Western Michigan University, an affirmative action/equal opportunity employer, complies with applicable federal and state laws and University policies prohibiting discrimination and harassment. Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status. Please contact Institutional Equity for more information.