Job Description

Residents’ Resource Awareness Program Intern

Description of Duties

The Residents’ Resource Awareness Program (ResRAP) Intern works with the ResRAP Coordinator and Assistant to increase knowledge of and activities in support of sustainability among WWU’s 4,200 on-campus residents. The ResRAP Intern works to increase conservation in residence halls and help residents take a lead role in the movement towards a Zero Waste campus. The ResRAP Program Intern works out of the WWU Office of Sustainability and reports to the ResRAP Assistant.

The Intern will attend training dates in Spring quarter (around 3 hours/week). This training will be considered volunteer time. In Summer quarter the Internship will be a paid position and the Intern will be expected to work 8-12 hours/week.

Primary Duties:

- Help recruit Eco Reps through Info Fairs, tabling, and other campus events.
- Presents and tables at 2017 Summerstart and Transitions Sessions (Late July - August 2017).
- Assist ResRAP Staff in planning and implementing ResRAP’s involvement in related activities (Ex. Move Out Madness, Residence Hall waste audits, Go For The Green Celebration etc.)
- Assist ResRAP Coordinator and Assistant in any other areas, as needed.

Secondary Duties

- Form a cooperative, working relationship with ResRAP Staff, Eco Reps, and colleagues
- Meet frequently with ResRAP Assistant to give updates and progress reports.

Necessary Qualifications

- WWU half-time student status.
- Experience living in a WWU residence hall.
- Knowledge of various aspects of sustainability on small and large scales.
- Enthusiasm, motivation, and a positive attitude.
- Willingness to work flexible hours, including some evening and weekend hours.
- Must be able to be on campus during Summer quarter (living in Bellingham or nearby).

Application Process:

Please send:
- Cover Letter
- Resume
- Letter of Recommendation (optional)

Email application materials to ResRAP@wwu.edu.
Deadline: February 12, 2017 by midnight

For more information, please email ResRAP@wwu.edu or call (360) 650-4585.
Website: http://www.wwu.edu/sustain/resrap
Facebook: https://www.facebook.com/ResRAP