Job Description
The Sustainability Representatives Program Intern

Description of Duties
The Sustainability Representatives Program (SRep) Intern works with the SRep Coordinator and Assistant to increase knowledge of and activities in support of sustainability among WWU's 4,200 on-campus residents. The SRep Intern works to increase sustainability in residence halls and supports the efforts of the Sustainability Representatives Program. The SRep Program Intern works out of the WWU Office of Sustainability and reports to the SRep Assistant.

Start date: January 8, 2019
Working January 8 - March 2: Possibility for program advancement during spring quarter.
5 hours/week (Schedule is flexible and planned around your classes.)
Starting wage: $12.00 / hour

Primary Duties:
- Assist SRep Staff in planning and implementing SRep's involvement in related activities (Ex. Sustainability Challenge, Earth Day, etc.)
- Assist with program outreach and tabling as needed.
- Assist with administrative tasks in the program (ex. Donation collection, email correspondence, etc.)
- Assist SRep Coordinator and Assistant in any other areas, as needed.

Secondary Duties
- Form a cooperative, working relationship with SRep Staff, SReps, and colleagues
- Meet frequently with SRep 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.
- Proficient in Microsoft Word, Excel, PowerPoint.
- Enthusiasm, motivation, and a positive attitude.
- Willingness to work flexible hours, including some evening and weekend hours.

Preferred Qualifications
- Availability to work 4-8 hours weekly tabling at Transitions and Summerstart
- Strong writing and public speaking skills

Application Process:
Please send:
  Cover Letter
  Resume

Email application materials to Maddy Jones, SustainReps@wwu.edu
Deadline: November 4, 2018 by 11:59pm

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