Academic Programs Intern:

Internship: May 2020-May 2021

Hours: 35 hours/week summer; 15 hours/week fall and spring semester

Description: The SI Academic Programs intern will support the academic programs strategy, support program functions, and work on original research. Interns must be organized, write and speak clearly, and show disciplinary, extracurricular, or previous employment in sustainability.

Duties include:

1. Academic strategy support: This includes emails and/or phone calls, scheduling and calendaring, and related logistical matters as they carry out the academic programs strategy.

2. Academic Programs support: Includes emails and/or phone calls, scheduling and calendaring, and attending meetings for curricular development workshops with university and public school partners.

3. Original research: To expand research and sustainability education publications, the intern will work on an original piece of research on curriculum, educational policy, sustainability competencies, and ecological literacy.

The successful candidate will:

• Be a team player, with a GPA above 3.0, and superb written, interpersonal and oral communication skills.
• Must be a quick learner, able to manage and organize multiple sources of information, meet deadlines and enjoy a fast-paced work environment.
• The applicant should be organized.
• An interest in and knowledge about sustainability issues and concepts and about organizations is a plus.