

Title: Resource Conservation Intern

Department: Office of Sustainability, Facility Services

Supervisor: Ellen Vaughan, Manager, Office of Sustainability

Ellen.Vaughan@nau.edu, O: (928) 523- 1791; C: (315) 472-7959

Position Information:

Type of Position: Student Worker

Time: 2017/18 Academic year with opportunities to renew

Compensation: \$500 stipend a semester

Application Deadline: Apply immediately, position open until filled.

Number of Hours a Week: 12 hours a month or approximately 60 hours a semester, flexible schedule

Must be currently enrolled at NAU with a 3.0 GPA or above

Job Description: This person will provide logistical and promotional support to the Manager of Sustainability and the Office of Sustainability's Energy Mentor and Green Office Certification programs.

Duties:

- Support the Green Office Certification (GOC) program
 - Give suggestions for improving website
 - Monitor incoming emails
 - Review and approve completed checklists
 - Spread awareness of the program
- Take over Energy Mentor (EM) program
 - Improve and personalize EM training
 - Hold at least one training a semester
 - Research other university's programs
 - Give suggestions for improving website

Special skills required:

Pursuing a undergraduate degree, preferably in the fields of Environmental Science, Social/Behavioral Science, Public Relations, or Communications

Deep knowledge of NAU, Green NAU, and the Energy Mentor program

Excellent skills in engagement, public speaking, and verbal communication

Passion for environmental issues, sustainability, education, and communication

Excellent independent work skills

Reliable

Send letter of interest and resume by email to Ellen.Vaughan@nau.edu.

The Energy Mentor program trains volunteer faculty and staff across campus to become educated sustainability leaders who encourage other members of the campus community to join them in reducing NAU's environmental impact.

It is the Office of Sustainability's vision to showcase a living laboratory where students study and participate in the development of social equity, economic stability, and environmental stewardship.

For more information visit: <http://nau.edu/Green-NAU/>