



Office of Sustainability
UNIVERSITY OF WISCONSIN-MADISON

Office of Sustainability Internship, 2024-2025 Call for Applications

[The Office of Sustainability Student Intern Program](#) is hiring UW–Madison undergraduates for the 2024-2025 intern cohort! Successful applicants will join a vibrant, dynamic, and supportive community of people striving to improve the sustainability of the UW–Madison campus. If you enjoy working with others to solve problems and have a passion for helping your fellow humans and non-humans on this campus, then the Office of Sustainability welcomes your application to the internship.

The Office of Sustainability internship is a year-long appointment. Interns can expect to develop their sustainability literacy in addition to other professional skills while working closely with fellow intern colleagues and Office of Sustainability staff. Interns also will become familiar with UW–Madison as an institutional ecosystem and collaborate with other campus offices, departments, and auxiliary units like University Housing and the Wisconsin Union. Interns can expect to work within several areas of focus. Those areas are:

- (1) **Sustainability consultancy and certification** – includes working with campus clients to administer certification programs for campus offices, lab spaces, and events.
- (2) **Student awareness, education, and outreach** – includes working with student organizations and other campus groups to plan and host sustainability-themed events, projects, and programming.
- (3) **Communications and digital content production** – includes contributing to the Office of Sustainability Newsletter, producing SustainUW podcast episodes, and supporting our social media channels.
- (4) **Academic research and writing** – includes collecting data; analyzing campus sustainability metrics; and preparing academic journal articles, posters, and conference presentations.

Eligibility

All UW–Madison undergraduate students in good academic standing are eligible. Students of all backgrounds and majors with at least one academic year remaining are encouraged to apply!

Dates, Hours, and Scheduling Requirements

The internship runs from June 2024 - May 2025 at approximately 15 hours per week (20 hours per week during summer and 10-15 hours per week during the school year). Applicants must be available for the entire calendar year, with the exception of holidays, winter break, spring break, and the August recess. Interns may log hours during these breaks, though it is not required. Additional time off will be approved on an individual basis. ***Prospective interns also must be available during the school year on Fridays between 11am – 1pm for weekly full team (i.e. “All Hands”) meetings.***

Compensation and Retention

Interns begin at \$16/hour and are eligible for \$17/hour after one year. Interns may apply to continue their appointment beyond one year as long as they remain an undergraduate.

Preferred Skills and Experience

- Demonstrated passion for your fellow human and non-human residents of this planet
- Creative, critical, and analytical thinking skills and a curiosity for life and learning
- Experience balancing multiple tasks, identifying and solving problems, and working collaboratively with team members
- Strong communication skills, including the ability to present to small groups, correspond professionally with campus partners, write succinct proposals, and share project outcomes
- Familiarity with digital programs and platforms such as Microsoft Office (Word, Excel, PowerPoint), G Suite (Google Drive, Docs, Slides, Sheets, Forms), Adobe Creative Suite (Photoshop, Illustrator, InDesign), and social media (Twitter, Facebook, Instagram, TikTok)

Application Instructions

Applications should include:

- **Cover Letter:** One page (single-spaced) addressing the following items:
 - One or more experiences that have shaped your interest in sustainability
 - An example of how you have taken an idea and developed a plan for implementing it
 - Your experience collaborating with team members to meet a goal
 - How the internship will contribute to your academic and professional development
 - Any skills and qualifications applicable to the types of skills and experience listed above
- **Résumé:** Include your name, UW–Madison email address, phone number, field(s) of study (major, minor, certificate), relevant coursework, extracurricular activities, expected graduation date, and any relevant work or research experience.
- **Google Form:** Please fill out [this form](#) to learn about the different intern teams and rank which teams you would be interested in joining.

A Note About Structural Changes for the 2024-2025 Intern Cohort

Please note that the current configuration of intern teams is undergoing some structural changes that will go into effect for the 2024-2025 cohort. The number of intern teams may change, but the fundamental mission and work of the teams will continue as informed by the aforementioned areas related to (1) sustainability consultancy and certification; (2) student awareness, education, and outreach; (3) communications and digital content production; and (4) academic research and writing.

Submission Instructions and Deadline

Applications (cover letter, résumé, and Google Form) are due by 11:59pm on Tuesday, February 13th, 2024. Please email a single PDF containing both your cover letter and résumé to timothy.lindstrom@wisc.edu. PDF files should be named as follows:

FirstNameLastName_OSInternApplication2024. Interviews will be arranged for selected candidates in late February and early March, with hiring decisions made by mid March.

Questions regarding the student intern program should be directed to Tim Lindstrom at timothy.lindstrom@wisc.edu.

For more information about the Office of Sustainability, visit <http://sustainability.wisc.edu>.