R.W. Kern Center Internship

The R.W. Kern Center is seeking a student intern for the 2019-2020 academic year. The RWKC Intern will work with the Program Director on community and campus outreach, as well as on research or engagement projects that align with the student’s areas of interest and career goals. Please read the full description and requirements below to learn more.

We encourage students of all backgrounds and experiences to apply. If you are unsure if you qualify or have questions about the position, feel free to reach out to Sara Draper to discuss your individual circumstances.

About the Kern Center

Mission Statement

The R.W. Kern Center contributes to a more sustainable, equitable, and ecologically restorative world by modeling positive transformation of the built environment. Through research, education, innovation, and operation, we share this mission with our campus community, building and design professions, and the general public.

2019-2020 Goals

We are focused on four pursuits: (I) supporting a strong and consistent public presence for the R.W. Kern Center; (II) conducting targeted outreach on sustainable building practices; (III) growing an educational program centered around the RWKC and Living Building Challenge; and (IV) continuing to research and improve the RWKC's water system.

R.W. Kern Center Intern

The RWKC Center Intern will work with the Program Director on community and campus outreach, as well as on research or engagement projects in support of the program goals. The Intern will be an integral member of the RWKC team, and will represent the RWKC and Living Building Challenge on campus and beyond.

Tasks:

- Assist in the planning, advertisement, and running of events, including public programs, campus workshops, and academic symposia
- Post updates and news on the RWKC web page and social media
- Research current issues to guide decision-making (equity and access in the built environment, water policy and technology, occupant comfort, etc.)
- Create, manage and analyze data, including building data and contact databases
- Create digital or printed educational resources for visitors to the Kern Center (new signage, Kern puzzle guide, materials guide, etc.)
- Act as a liaison to the campus and local community
About You

You are a mature, self-motivated individual interested in environmental and social sustainability. You are known for your stellar critical thinking skills, curiosity, and can-do attitude. You enjoy building relationships with others, and working collaboratively on complex problems. A skillful communicator, you are clear and engaging in emails, on the phone, and in person. Most importantly, you are respectful of all people and eager to share with and learn from all members of the campus community.

Essential Qualifications

- Ability to manage multiple tasks and projects simultaneously
- Team player with dedication to collaboration and connection
- Excellent writer with experience writing reports, news posts, and/or educational content
- Experience organizing and running community events, workshops, and discussions
- Confidentiality in dealing with sensitive materials and files
- Willingness to commit to a negotiated weekly schedule during office hours (about 10 hours/week), including occasional evening hours, and to work the entire academic year

Bonus Qualifications

- Knowledge of social justice issues, building systems, and/or environmental policy
- Knowledge of Living Building Challenge, R.W. Kern Center, and/or sustainable design
- Experience planning, implementing, and reporting back on self-guided research projects
- Graphic design skills, including Adobe Illustrator, InDesign, and/or Photoshop
- Wordpress experience (creating posts and managing pages)
- Database and/or spreadsheet creation and management
- Experience using Hampshire systems, including Intranet, Daily Digest, and Duplications
- Experience with social media platforms, including Facebook, Instagram, and Twitter

Hours and Availability

The RWKC intern will work approximately 10 hours per week during the Spring 2019 semester, ideally in 2 weekly shifts during normal business hours (M-F, 8am-4:30pm). Occasional evening/weekend work for event support or travel may be required.

The successful candidate must start by the week of September 30, 2019 and be available to work the entire 2019-2020 academic year.

Compensation

$12/hour ($12.75/hour starting January 1, 2020). This position is open to both work-study and non-work-study candidates.
Benefits
In addition to compensation, the RWKC Intern will:

- Gain experience in event planning, project management, outreach, and collaborative work
- Develop relationships with peers and professionals working in sustainability, the built environment, and higher education
- Incorporate their own interests and skills to support the research and outreach mission of the RWKC
- Learn about the management and impact of Living Buildings
- Have the opportunity to attend meetings, events, or conferences as part of the RWKC team
- Receive free registration for the 2020 Net Positive Symposium for Higher Education, held at Hampshire in June 2020

To Apply

- Complete the [application](#) and submit one letter of recommendation from a faculty/staff member/recent employer by Friday, September 20, 2019.
- Qualified candidates will be invited to interview by Tuesday, September 24th.
- The successful candidate will be notified by Friday, September 27th.

Please contact Sara Draper with any questions: sdraper@hampshire.edu, x5949.