



JOB TITLE: LFTL National Workshop Planner (Student Worker)

REPORTS TO: Sustainability Coordinator

LOCATION: Sustainable Development Institute, College of Menominee Nation – Keshena Campus

TERM: Spring 2016

INTERNSHIP SUMMARY: SDI is currently working on a collaborative project with the State University of New York (SUNY) College of Environmental Science and Forestry (ESF) titled “Learning from the Land: a Cross-Cultural Partnership in Forest Stewardship Education for Climate Change Adaptation in the Northern Forest Region”. The project is designed to develop and implement a thematically coherent set of forest and climate science education activities, based on innovative partnerships, enhanced curriculum and experiential learning opportunities, to increase recruitment, retention and success of Native American students in the natural resource sciences, with an emphasis on forest stewardship. One student worker will assist in setting up the 2016 National Workshop.

INTERNSHIP DESCRIPTION:

- Assist staff and partners to set up a National Workshop.
- Research TEK approaches and methods.
- Identify TEK and climate specialists that can participate as presenters.
- Assist with the registration for the National Workshop.
- Assist SDI staff with packets and materials for the National Workshop.
- Work within team environment to carry out assigned tasks.
- Work independently to carry out assigned tasks.
- Attend appropriate and approved meeting outside of SDI office.
- Perform other inter-related duties as assigned.

Program Requirements/Qualifications:

- Must be at least a half time (6+ credits) degree seeking student enrolled at the College of Menominee Nation.
- Must have an accumulative GPA of 2.0 or better on a 4.0 scale.
- Must have completed at least one semester of her/his studies.
- Ability to communicate effectively in person, on the phone, and in writing for a variety of audiences.
- Must be 18 years of age or older.
- Detail-oriented with ability to keep accurate, complete and timely work records.
- Commitment to working with diverse audiences.
- Experience in relevant field or with essential functions is preferred, not required.



- Desire to pursue a bachelor's degree is a plus.

Application Procedures:

All applicants must complete the College of Menominee Nation Employment application including:

- Application form (available on line at www.menominee.edu)
- Resume (to include any past internship experience)
- Transcripts (unofficial or official)
- Letter of Interest
- Letter of Recommendation (preferably a professor at his/her institution)

All application materials must be submitted to Cynthia Norton at the Sustainable Development Institute, College of Menominee Nation, located at N172 State Highway 47/55, PO Box 1179 Keshena, WI 54135, or by e-mail at SDI@menominee.edu. Materials must be received by close of business (4:30 p.m.) on February 5, 2016.

Timeframe and Wage:

This position is scheduled to begin on February 15, 2016 and end June 10, 2016.

Pay rate is in the amount of \$10.00 per hour not to exceed 20 hours per week when classes are in session, up to 40 hours per week when classes are not in session.

*Position may be extended into the summer semester based on project status, supervisor's approval, and student interest.