



Miami Dade College Earth Ethics Institute

Student Intern Position Description

15+ Hours Service-Learning Opportunity (Kendall, Wolfson, and IAC)

Hours: 5-10 hrs/week

We are looking for motivated, enthusiastic, sustainability-minded interns to assist with Earth Ethics Institute (EEI) events, projects, and office tasks. The EEI Student Intern needs to be flexible to be able to participate in EEI events as well as one or more weekend activity. During weeks that we do not have any EEI events, the student will still have to come into the office for 1.5-2 hours to prepare for the following week or work at home on special projects.

Application Requirement: The Student Intern will email the EEI Service-Learning Coordinator, Stephanie Victoria at svictori@mdc.edu, to discuss weekly schedule and availability to work as an EEI Student Intern. At the end of their service-learning activity, students are required to complete a survey regarding their service-learning experience with the Earth Ethics Institute.

Duties & Responsibilities:

1. Weekly Responsibilities
 - a. Promote awareness of EEI Projects such as Solar Lanterns for Learning, MDC Green Goals Challenge, Campus Sustainability Day, Organic Gardens, Narrow Ridge, and other on-going projects.
 - b. Must be comfortable and able to communicate with peers as well as present to classes about EEI projects, service-learning opportunities, and YES! Club
 - c. Be available for any extra EEI weekend activities
 - d. Research relative issues, articles, and events to post on the EEI Facebook Page
 - e. Assist EEI Staff with maintaining calendar updates and other office tasks

2. During Week of EEI Events
 - a. Help with event set-up and preparation.
 - b. Student intern will help educate fellow student peers about EEI initiatives and projects as well as promote EEI events by tabling on campus.

Purpose: Student will learn how to manage their time and assist with the execution of on-campus EEI student programs; apply their communication and leadership skills; he or she will learn organizational and bookkeeping skills as well as how to be an advocate for social justice, nutrition, and environmental sustainability issues facing our local and global communities.