



Office of Sustainability  
UNIVERSITY OF WISCONSIN-MADISON

## 2022-2023 Office of Sustainability Internship

[The Office of Sustainability Internship](#) is a year-long program in which student teams work to raise awareness of sustainable practices and empower partners across campus. Interns work closely with campus offices, departments, and auxiliary units like University Housing and the Wisconsin Union.

### Eligibility

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

### Dates, Hours, and Scheduling Requirements

The internship runs from June 2022 - May 2023, 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 the winter and spring breaks, and August recess. Additional time off will be approved on an individual basis. **Applicants also must be available during the school year on Fridays after noon for weekly all-intern meetings.**

### Compensation

Interns receive \$14/hour and become eligible for a rate increase after two semesters (e.g. Fall/Spring).

### Desired 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 respectfully with campus partners, write succinct proposals, and share project outcomes
- Familiarity with programs and platforms such as Microsoft Office (Word, Excel, PowerPoint), Adobe Creative Suite (Photoshop, Illustrator, InDesign), and/or 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, student ID, UW email address, major, expected graduation date, phone number, work experience, extracurricular activities, and any relevant research



**Office of Sustainability**  
UNIVERSITY OF WISCONSIN-MADISON

### Submission Instructions and Deadline

**Applications are due by midnight on Sunday, February 13th, 2022.** Please email a single PDF containing both your cover letter and resume to [timothy.lindstrom@wisc.edu](mailto:timothy.lindstrom@wisc.edu). PDF files should be named as follows: FirstNameLastName\_OSInternApplication2022.pdf. Interviews will be set up for selected candidates during the first two weeks in March.

Questions regarding the student intern program should be directed to Tim Lindstrom at [timothy.lindstrom@wisc.edu](mailto:timothy.lindstrom@wisc.edu).

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