POSITION OPENING

POSITION: Student Intern – Current Chico State students only
Part-Time / Non-Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 791
COMPENSATION: $14.00 per hour
LOCATION: This Way To Sustainability – Center for Regenerative Agriculture & Resilient Systems (CRARS); Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: The Chico State This Way To Sustainability Conference is a multidisciplinary, nationally recognized, student-centered conference focused on challenges, ideas, solutions, to resiliency, as we work toward a more sustainable future. It has a 17 year-long history and provides a platform for dialog on all topics related to sustainable development.

Two students will be hired to work closely with the Executive Planning Team to support every aspect of conference planning and delivery. Students will develop leadership skills in communication, marketing, and event planning. The 2022 Conference will be offered as a hybrid online with some portions scheduled as face to face activities.

Duties may include:
- Work together with other members of the planning committee to deliver the program on time.
- Coordinate planning meetings (develop agendas together with faculty and staff support for each meeting; calendar invites; ZOOM calls). Weekly for core team; Monthly for entire planning team.
- Manage the conference submissions through Google forms folder – organize into tracks based on selection process.
- Promote the conference to potential speakers.
- Collect conference submissions by deadline December 1st.
  - Three categories
    - conference presentations (seven tracks);
    - conference poster displays;
    - conference art gallery
- Communicate with presentation speakers; Notify of acceptance or decline by December 15th.
- Provide support to all speakers with respect software tutorials and logistics.
- Create the final conference program by January 15th. Send out to all faculty to incorporate into course syllabi.
- Open registration by February 1st.
- Coordinate and manage the Poster Symposium – delegate to faculty member to MC.
- Coordinate and manage the Art Gallery - delegate to faculty member to MC.
- Work with Whova Software Technology Team to support conference materials and delivery.
- Host Whova training sessions with participants to get the most out of their conference experience.
- Provide weekly updates over email.
- Marketing the conference through multimedia approaches including Facebook, Twitter, Instagram, and Chico State Sustainability Website.
- Market the conference through the Sustainability courses on campus.
- Work with faculty to integrate conference into courses for spring – encourage the use of conference tracks as course material.
  - Serve as TA’s to the Sustainability Leadership Training course.
  - Work with student volunteers to serve as moderators.
  - Coordinate Training sessions for the jobs and responsibilities; Practice runs.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- Resume

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
APPLICATION DEADLINE: Application deadline is August 23, 2021.

Applications can be submitted:
- BY EMAIL: csejobs@csuchico.edu
- BY DROP BOX: https://csuchico.app.box.com/f/6f1766a3532f4a0dbd24141cb46e69e6

For questions, please contact the Chico State Enterprises recruitment team at csejobs@csuchico.edu or visit our website at http://www.csuchico.edu/cse/

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