**Hiring Unit:** IUPUI Parking and Transportation Services & IUPUI Sustainability

**Job Title:** Sustainable Transportation Intern

**Hourly Wage:** $10.15 - $12.15

**Hours:** 15 - 20 hours / week

**About IUPUI Parking and Transportation Services**

IUPUI Parking and Transportation Services strives to deliver innovative solutions to allow greater campus access for our community. We are committed to developing sustainable transportation alternatives and programs to reduce the University’s carbon footprint.

**About IUPUI Sustainability**

IUPUI Sustainability is committed to creating a culture of sustainability and advancing sustainability in the academic, research, operational, and campus/community engagement programs at IUPUI. Our vision is to be recognized as a national leader in urban sustainability while supporting student success and the well-being of citizens of Indianapolis, the state of Indiana, and beyond.

**Purpose:**

The Sustainable Transportation Intern will be responsible for enhancing and communicating IUPUI’s alternative transportation options. Working alongside IUPUI Parking and Transportation’s Transportation Demand Management (TDM) Manager, this individual will assist with ongoing projects, including data collection and interpretation, research on best alternative transportation practices, engagement and awareness campaigns, and the like.

**Duties, Functions, and Responsibilities include:**

Bike Program Management (30%)

* Monitor demand of bike racks for reassessment of locations
* Tag bikes that appear to be abandoned
* Explore our ability to qualify for Bike Friendly University certification
* Recommend improvements to campus bike program

Supporting the Launch of EV Charging (20%)

* Research and recommend placement of EV charging locations
* Determine potential costs of EV charging equipment
* Research other permit or cost options other campuses utilize for EV vehicles

Improving TDM Programs (15%)

* Explore other University/Carpool programs and provide assessment of differing carpool programs
* Research and provide assessment of other University public transit access programs

Quantifying Commuting Emissions (20%)

* Assess our currently available commuting data
* Determine greenhouse gas emissions produced by those commuting to/from the IUPUI campus
* Research how other commuting campuses collect commuter data
* Recommend improvements to our data collection process

Communication and Marketing (10%)

* Update language of Sustainable Transportation webpage
* Raise awareness of sustainable transportation offerings on social media
* Promote new and updated programs to campus community

Other (5%)

* Assisting with other Sustainability / Parking & Transportation programs

**Eligibility and Requirements**

* Required Qualifications
* Major coursework in Public and Environmental Affairs, Engineering & Technology, Informatics, Communications, Business, Liberal Arts, or related field.
  + IUPUI undergraduate sophomores and juniors are eligible
  + Have and maintain a cumulative GPA of 2.5 or greater
  + Enrolled in at least 12 credit hours during employment
  + Complete requirements associated with the IUPUI Office of Student Employment’s On-Campus Internship Program
  + Must be reliable and possess strong organizational skills
* Preferred Qualifications
  + Familiarity in principles of sustainability
  + Experience with MS Office applications, particularly Excel and Word
  + Strong writing and communication skills
  + Strong desire and ability to learn

**Tools and Equipment Used**

Laptop computer and cellphone are required. Occasional printer use. Bike is recommended.

**Physical Demands**

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision in the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment**

The work is performed equally in a remote and office setting, as well as indoor and outdoor. This student employee will be expected to work at least one day in the office, and the remainder of their work will be done remotely, on or off campus. They will be required to spend a portion of their time outdoors, thus there is exposure to the elements of nature (heat/sun, rain/chill). The noise level in the work environment is moderate.

**On-Campus Internship Program Summary**

This internship is offered as a part of the On-campus Internship Program and aims to connect IUPUI undergraduate freshmen, sophomores, and juniors with internships on-campus with faculty and staff in a variety of campus areas/programs. Internships start in August and end in May at up to fifteen hours per week. Interns will be required to obtain at least one academic credit in the academic year while participating in their internship experience and will have a site visit from the Office of Student Employment during their experience. On-going coaching and feedback on performance will be provided by internship supervisors according to a strict timeline of the program. Specific internship projects and duties will vary by internship. Students in this program will be expected to participate in a public showcase of learning at the end of the year to outline their experience (such as a poster presentation at the IUPUI Research and Engagement Day) and will be required to participate in additional development throughout the year. In the future, students will be able to indicate their On-Campus Internship experience on their IUPUI Experiential and Applied Learning Record.

**Characteristics of a Strong Candidate/Knowledge, Skills, and Abilities**

The following are essential for this position: initiative, self-motivation, attention to detail, highly organized, team-player, interest, and knowledge of sustainability and sustainable transportation, professionalism, comfort working with many different types of people, natural ease in new situations, and willingness to learn.

**Profiles of Learning for Undergraduate Success**

Through their work in this position, students will become acquainted with the following profiles:

* Communicator: Student will gain skills in written and oral communication by corresponding with campus leaders in a professional manner. They will research, analyze, and scrutinize information prior to opinion formation and knowledge dissemination.
* Innovator: Student will gain the ability to design, plan, organize, and implement projects and tasks within a specific timeframe. They will learn how to independently research and seek out information needed for the job.
* Problem Solver: Student will gain the ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments. They will identify and propose solutions for problems using qualitative and quantitative tools, reasoning, and creative thinking.
* Community Contributor: Student will learn to communicate ideas and beliefs in a clear and concise way to a variety of audiences. Student will be entrusted with responsibility, requiring them to behave in ethical manner.

**Application**

To apply, upload the following:

* Resume
* A brief, written response to the following questions: (1) Why is sustainability important to you? (2) Why is sustainable transportation important for the IUPUI campus? (3) What do you hope to learn as a result of this experience? (4) How will it help you move forward in your academic or professional career?