



College of Health & Human Sciences Institute for the Built Environment (IBE)

SUSTAINABILITY ASSOCIATE

Position details

Hourly Range: \$14-\$18. Salary is commensurate with experience and qualifications.

Location: CSU Fort Collins, Spruce Hall – hybrid

Schedule: Part-time, Temporary (18 months minimum commitment)

Description of Work Unit

The Institute for the Built Environment (IBE) is housed within the College of Health and Human Sciences at Colorado State University (CSU). IBE is an interdisciplinary group of faculty, students and staff who focus on social and environmental sustainability through the built environment. IBE specializes in program development and management for public and private sector clients for individual buildings, whole organizations, organizational programs, and at the neighborhood or community scale. We provide thought leadership, services, research, and education centered around community engagement, facilitation, healthy green buildings, custom sustainability programs, social science, and regenerative development. Learn more about IBE's mentorship program:

<https://ibe.colostate.edu/students/>

Position Summary

IBE Sustainability Associates work on real-world, client-based sustainability projects. Students work on diverse projects that include managing green building certifications, customizing corporate sustainability programs, designing behavior change initiatives, facilitating visioning workshops or team processes, and helping cities develop community-informed climate action initiatives, among others. Visit our website to learn more about what IBE does: <https://ibe.colostate.edu/>. Internships typically start at 5-10 hours per week with the potential for additional hours as project work and intern capabilities allow. Starting pay is \$14-\$16 per hour, based on

experience. Hours are flexible during normal business hours. An 18-month commitment is required. Experience is not necessary.

Qualifications

- Excellent communication and writing skills
- Ambition and strong ability to take initiative
- Exceptional enthusiasm and a commitment to learning
- Basic skills in Internet research
- Competency with MS Word, Excel, and PowerPoint
- Must be able to commit at least 18 months and work at least 5 hours per week
- Knowledge of sustainability and green building preferred, but not required
- Actively pursuing a Bachelor's or Master's degree in a related field preferred, but not required

Diversity and Inclusion

Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.

Colorado State University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

To Apply

Visit IBE's website to submit an [IBE Internship Application](#), which requires that you provide the following:

1. A brief description of why you are interested in working at IBE, and why you would be a great addition to the IBE team
2. A cover letter that includes:
 - a. An overview of your key strengths, both professionally and personally

- b. A description of your past experiences related to the primary duties and qualifications of the internship
3. Your resume
4. A writing sample, not to exceed four pages (e.g., a class paper, blog article, essay, report, etc.)

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Hourly Pay Rate: \$14.00 to \$18.00 per hour, based on experience

Benefit Information: Employee Benefit Information can be found on HR's Website.

Number of Openings: 1-4 Openings, depending on need.

Start Date: January 01, 2024 (ongoing)

Background Check: Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.