

## iSEE intern - iCAP team clerk

Thank you for your interest in the iCAP teams and the clerk position. This collaborative role is an important part of campus sustainability; the iCAP team clerk is instrumental in helping to achieve our iCAP goals and advance our campus sustainability efforts. By serving as an iCAP team clerk, the intern may liaise with other sustainability efforts on campus as needed. More information on the iCAP teams can be found on the iSEE website [HERE](#).

### **Requirements:**

- Motivated self-starter with strong communication, leadership, and organizational skills
- Passion for sustainability and environmental stewardship
- Ability to stay organized and proactively manage multi-disciplinary projects

### **Responsibilities:**

- Schedule meetings, take meeting minutes, and regularly communicate with faculty chair to develop agenda
- Help lead team meetings through the agenda when necessary
- Continuously review and update [iCAP Portal](#) page with project updates, meeting minutes, and events related to your team
- Support implementation of engagement events, recommendations, and related projects
- Coordinate with other teams when themes overlap
- Have comprehensive understanding of team iCAP chapters and objectives
- Communicate team progress and status of ongoing objectives at weekly clerk meetings

### **Job details:**

- 2021-2022 Academic Year (August 2021 - May 2022) with possibility of extension at end of year
- 5-7 hours per week
- \$11/hour

*Position will report to Meredith Moore, iSEE Sustainability Programs Coordinator. Please submit resume and cover letter, and any questions, to [mkm0078@illinois.edu](mailto:mkm0078@illinois.edu)*