Sustainability Annual Report Intern
APPLICATION

Submit application to Nikhil.Schneider@Pomona.edu
with a letter of interest by Friday, April 19
*Pomona students preferred, but all students are welcome to apply**
Short Link: tiny.cc/SARApp

Position Description

Pomona College's Sustainability Office is looking for a team of three student interns interested in collecting, analyzing, and designing content for the SAVE Annual Report. The position provides experience with data analysis, communication, graphic design, and leadership development and contributes towards our goal of Carbon Neutrality by 2030. All applicants must possess strong computer and written communication skills, be detail-oriented, and be a dedicated, independent worker. Experience with Excel and/or Google Sheets is required. Experience with Adobe Illustrator/Photoshop and/or Tableau is preferred (training will be provided).

View last year's SAVE Annual Report.

Position Details

- This is an on-campus, in-person position with temporary options for remote work, if needed
- Dates: Monday, June 3 - Friday, August 2nd (9 weeks)
- Hours: 30 hours per week; Monday through Friday; 9am to 12pm; 1pm to 4pm
- Wage: $16-$20 per hour
- On campus housing with a meal plan is available
- Holidays: June 19th and July 4th are observed holidays

To apply, please send a résumé and a cover letter with the following information:

1. Name, Email, School, Class Year, Major.
2. How can you contribute to this project and team? (Please describe any computer skills, experience with data analysis, writing and/or graphic design skills.)
3. Based on what you know about the SAVE Annual Report, what is one thing you like about it, and what is one thing you would improve?
4. Please submit samples of graphic design work. Submittals can be personal work that you have designed and/or other graphic design that inspires you (especially layout design).

5. Please provide the names of two faculty or staff for reference (may be contacted during the interview stage).