



COLLEGE OF MENOMINEE NATION SUSTAINABLE DEVELOPMENT INSTITUTE

STUDENT WORKER TITLE: Event Coordinator- Shifting Seasons 3 Summit (1 position)

SUPERVISOR: Midwest Tribal Resilience Liaison

LOCATION: College of Menominee Nation – Keshena Campus

TERM: Fall 2020/Spring 2021

APPLICATION DUE: September 21, 2020

Student Worker Summary and Description

This student worker position is offered through the Sustainable Development Institute (SDI) at the College of Menominee Nation (CMN). The student worker will participate as part of the Shifting Seasons 3 project team and will assist in the execution of the conference, and other assistance during and after the summit. Work will be working in the fall and spring semester to support efforts for the summit and will be flexible depending on the student's academic schedule.

Student Worker Responsibilities

- Work with the SDI team and collaborators with the execution of the Shifting Seasons 3 Summit to identify and fulfill event requirements
- Organizing facilities and details such as transportation, location, invitee list, special guests, equipment, and promotional materials.
- Work with the event planner on coordinating logistics and details with venue, vendors, and speakers
- Cooperate with marketing to promote and publicize an event
- Work within a team environment and independently to carry out assigned tasks.
- Assist with post-event evaluations and report on outcomes
- Provide feedback and periodic reports to the supervisor
- Perform other job-related duties as assigned

Program Requirements/Qualifications:

- Must be registered or currently enrolled in six (6) or more credits
- Must be a degree-seeking student enrolled at the College of Menominee Nation or other accredited College or University. (Certain documentation may be required to confirm enrollment status.)
- Must have completed at least one (1) semester of study
- Student must be 18 years of age or older.
- Must have a cumulative GPA of 2.5 or better on a 4.0 scale.
- The student worker position must be related to students' academic degree program.



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Application Procedures: *No late or incomplete applications will be accepted.*

Student worker Application requires the following:

- Application Form
- Current Resume (Include any past student worker experience)
- Transcripts and/or Grades (unofficial or official)
- Letter of Interest
- Letter of Recommendation (preferably a professor at his/her institution)

Submit all of the following information to College of Menominee Nation Sustainable Development Institute located at N172 State Highway 47/55, PO Box 1179 Keshena, WI 54135 no later than close of business (4:30PM) on **September 21, 2020**, attention Sara Smith, or email application material to sdi@menominee.edu

If you have questions about the position, please contact **Sara Smith** at **920-202-6278** or by email, ssmith@menominee.edu.

Timeframe and Stipend:

The student worker is scheduled to begin **October 5, 2020** and run through **May 7, 2020**.

Timeframe: Fall 2020 semester and Spring 2021 Semester

Wage: \$12 per hour, paid via bi-weekly stipend

- Up to 20 hours a week during the regular semester time frame (16 weeks maximum/ 333 hours maximum)
- During the fall and spring semesters, in preparation for and participation in the Shifting Seasons Summit in April 2021, it is requested that the student worker's activities not conflict with their academic schedule. The student worker may be extended or hours adjusted based on student availability, interest, and funding.

Level: Intermediate; needs to have some experience in the student worker deliverables and goals