



# 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, possibly summer

**APPLICATION DUE:** November 20, 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 term will be the fall and spring semester to support efforts for the summit and will be flexible depending on the student's academic schedule, with possible work during the early summer.

## **Student Worker Responsibilities**

- Work directly with the SDI team and collaborators with the planning of the Shifting Seasons 3 Summit to fulfill event requirements
- Work with caterer and Menominee Conference Center on the menu and refreshments for the summit
- Coordinate logistics and details with venue, transportation, vendors, equipment, and promotional materials.
- 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 **November 20, 2020**, attention Sara Smith, or email application materials to [sdi@menominee.edu](mailto:sdi@menominee.edu).

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

## **Timeframe and Stipend:**

The student worker is scheduled to begin **November 30, 2020** and run through **June 4, 2020**.

**Timeframe:** Fall 2020 semester and Spring 2021 Semester, possible summer work if available

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

- Up to 20 hours a week during the regular semester time frame (31 weeks maximum/ 660 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