****

**Position Title:** Sustainable Agriculture Analyst Intern

**Department / Office:** IUPUI Sustainability

**Hourly Wage:** $11.00 / hour

**Average Hours / Week:** 10 - 15 hours

**About IUPUI Sustainability**

IUPUI Sustainability is committed to creating a culture of sustainability and advancing sustainability in the academic, research, operational, and campus/community engagement programs at IUPUI. Our vision is to be recognized as a national leader in urban sustainability while supporting student success and the well-being of citizens of Indianapolis, the state of Indiana, and beyond. By transforming our university into a living lab for sustainability, we are testing innovative solutions in our own community and creating a legacy rooted in diverse partnerships to develop bold solutions for the classroom, the campus, and the city.

**Position Summary**

The Sustainable Agricultural Analyst Intern will be primarily responsible for developing a pathway for IUPUI to participate in the Real Food Challenge (RFC). This individual will conduct an analysis of current food procurement practices by Chartwells, comparing against the standards set out by the RFC. Upon determining our current standing, established by the percentage of “real food” offered at IUPUI, this intern would develop a report outlining findings, purchasing targets, and cost analyses. From the results of this research, this individual will create a Sustainable Food Purchasing Guide specific to the needs of Chartwells to aid in sustainable food procurement at IUPUI.

**Essential Duties and Responsibilities**

Research Real Food Challenge (10%)

* Become familiarized with the Real Food Challenge, its standards, and resources
* Learn what is considered “real food”
* Sign up for the Real Food Calculator and learn how to use it

Analyze Current Food Purchasing Data (25%)

* Sort through the master file of purchasing data, including product, product type, and expenditures
* Input findings into Real Food Calculator to establish the percentage of sustainable products (i.e., local, organic, fair trade, vegetarian, vegan)
* Comparing against Real Food Standards 2.1, determine a baseline of IUPUI’s current level of commitment

Develop Report of Findings and Targets (25%)

* Develop a concise report of comprehensive findings
* Work with staff to determine new purchasing targets
* Analyze the added cost of implementing new targets in purchasing practices

Draft a Sustainable Food Purchasing Guide (25%)

* Research sustainable purchasing guides developed by other universities
* Investigate applicable sustainable food purchasing options for Chartwells
* Use your drafted Sustainable Food Purchasing Guide to develop a condensed pocket guide version for IUPUI students, staff, and faculty

Relationship Building and Communication (15%)

* Develop support for real food purchasing on campus by internal relationship building
* Learn more about RFC applicability by communicating with peer institutions, the RFC team, and other local external partners
* Educate campus community on the importance of sustainable food production and purchasing

**Eligibility and Requirements**

* Required Qualifications
	+ Major coursework in sustainability, management, nutrition, dietetics, or related field
	+ IUPUI undergraduate sophomores and juniors are eligible
	+ Have and maintain a cumulative GPA of 2.5 or greater
	+ Enrolled in at least 12 credit hours during employment
	+ Complete requirements associated with the IUPUI Office of Student Employment’s On-Campus Internship Program
	+ Must be reliable and possess strong organizational skills
* Preferred Qualifications
	+ Familiarity in principles of sustainability
	+ Experience with MS Office applications, particularly Excel and Word
	+ Strong writing and communication skills
	+ Strong desire and ability to learn

**Tools and Equipment Used**

Telephone/cellphone use, as well as heavy computer use (e.g. Microsoft Office and email). There is potential to use printers, but rarely.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision in the ability to adjust focus.

**Work Environment**

The work is performed equally in a remote and office setting. This student employee will be expected to work at least one day in the office, and the remainder of their work will be done remotely, on or off campus. The noise level in the work environment is moderate. At times, workload requires being outdoors for events or in louder environments.

**On-Campus Internship Program Summary**

This internship is offered as a part of the On-campus Internship Program and aims to connect IUPUI undergraduate freshmen, sophomores, and juniors with internships on-campus with faculty and staff in a variety of campus areas/programs. Internships start in August and end in May at up to fifteen hours per week. Interns will be required to obtain at least one academic credit in the academic year while participating in their internship experience and will have a site visit from the Office of Student Employment during their experience. On-going coaching and feedback on performance will be provided by internship supervisors according to a strict timeline of the program. Specific internship projects and duties will vary by internship. Students in this program will be expected to participate in a public showcase of learning at the end of the year to outline their experience (such as a poster presentation at the IUPUI Research and Engagement Day) and will be required to participate in additional development throughout the year. In the future, students will be able to indicate their On-Campus Internship experience on their IUPUI Experiential and Applied Learning Record.

**Characteristics of a Strong Candidate/Knowledge, Skills, and Abilities**

The following are essential for this position: initiative, self-motivation, attention to detail, highly organized, team-player, interest, and knowledge of sustainability, professionalism, comfort working with many different types of people, natural ease in new situations, and willingness to learn.

**Profiles of Learning for Undergraduate Success**

Through their work in this position, students will become acquainted with the following profiles:

*Communicator - evaluates information, listens actively, builds relationships, and conveys ideas effectively*

Specifically, communicators convey their ideas effectively and ethically in oral, written, and visual forms across multiple settings, using face-to-face and mediated channels. Communicators are mindful of themselves and others, observe, read thoughtfully, listen actively, ask questions, create messages with an awareness of diverse audiences, and collaborate with others and across cultures to build relationships.

*Problem Solver - thinks critically, collaborates, perseveres, and analyzes, synthesizes, and evaluates*

Specifically, problem solvers work individually and with others to collect, analyze, evaluate, and synthesize information to implement innovative solutions to challenging local and global problems.

*Innovator - investigates, creates/designs, confronts challenges, and makes decisions*

Specifically, innovators build on experiences and disciplinary expertise to approach new situations and circumstances in original ways, are willing to take risks with ideas, and pose solutions. Innovators are original in their thoughts and ask others to view a situation or practice in a new way. Innovators are good decision-makers, can create a plan to achieve their goals, and can carry out that plan to its completion. Innovators use their knowledge and skills to address complex problems to make a difference in the civic life of communities and to address the world’s most pressing and enduring issues.

*Community Contributor - builds community, r*[*espectfully engages their own and other cultures*](https://profiles.iupui.edu/profiles/community-contributor/index.html#respectfully), *b*[*ehaves ethically*](https://profiles.iupui.edu/profiles/community-contributor/index.html#behaves-ethically), and *a*[*nticipates consequences*](https://profiles.iupui.edu/profiles/community-contributor/index.html#anticipates-consequences)

Specifically, community contributors are active and valued on the campus and in communities locally and globally. They are personally responsible, self-aware, civically engaged, and look outward to understand the needs of society and their environment. They are socially responsible, ethically oriented, and actively engaged in the work of building strong and inclusive communities, both local and global.