Describe the internship assignment:

ABOUT THE AGENCY: Safe and reliable fresh water is critical to human health, quality of life, and protection of the environment. The importance of protecting and improving water quality while using existing water supplies as efficiently as possible has never been greater. Societies around the globe are spending hundreds of billions of dollars to address these issues. Part of the challenge is technical/scientific, but much of the challenge involves policy, economics, management, and communications. The Center for Integrated Water Research (CIWR) helps develop analytical methods and perspectives that will enable regions to achieve their water supply and treatment goals. Our mission is to advance society’s understanding of the policy, economics, management, and communication of fresh water.

ROLE OF INTERN: Assist with researching information for CIWR outreach materials (i.e. website and newsletter); assist with contacting individuals to request contributions for outreach materials; collect submitted contributions for the CIWR newsletter; format and design the CIWR quarterly newsletter, and various other administrative tasks as needed.

Prerequisites:

REQUIRED SKILLS/BACKGROUND:

• A dependable, punctual, and highly organized individual with an eye for detail.
• Possess a professional demeanor and capable of taking the initiative to identify and complete tasks/duties with minimal supervision.
• Timely and able to independently set and meet assignments and deadlines.
• Ability to communicate effectively and professionally via telephone and email.
• Experience using Mac applications for word processing (Microsoft Word and Publisher).
• Excellent oral and written skills.
• **Preferred but Not Required:** Completed or currently enrolled in ENVS 165: Fresh Water Policy.

PREFERRED SKILLS/BACKGROUND:

• Ideal candidate would be a student in the Environmental Studies Department with an interest in the field of water.

*If interested, please forward a resume and writing sample to Duran Fiack at dfiack@ucsc.edu.*