

***The Center for Environmental Justice and Sustainability (CEJS) is looking for a Research and Program Assistant student employee for winter and spring quarter 2025. This is a PAID position!***

**Position Description:**

- Assist in collecting and analyzing data for SU's Greenhouse Gas Emissions inventory and STARS (Sustainable Tracking Assessment and Rating System)
- Assist in research projects and provide support to the work of [SU's Laudato Si Action Platform](#) which oversees Seattle University's sustainability goals
- Assist in coordination and promotion of sustainability events on campus
- Edit CEJS website content, manage CEJS's social media, and add captions to videos
- Support CEJS in managing and improving its communication strategy for sustainability at SeattleU
- Network with student clubs to create/advance partnerships for sustainability initiatives at SU

**Minimum Job Qualifications:**

Seattle University student with proficiency in Excel; experience in research and data analysis; an understanding of strategic communications; and an interest in event coordination and campus outreach. Strong interest in advancing environmental justice and sustainability at SeattleU.

**Desired:** Advanced knowledge of Excel.

**Duration:** January 4, 2025- June 9, 2025

**Hours per week:** 8.0-10.0 hours per week

**Salary Level:** \$20.76/hr

**Application deadline: Tuesday, November 26, 2024**

*To apply for the internship, please send a resume and 1-page cover letter describing your interest and qualifications to Yolanda Cieters, [cietersy@seattleu.edu](mailto:cietersy@seattleu.edu). Please ensure that your email subject heading indicates "CEJS Internship application: Research and Program Assistant paid position 2025"*