

GWC Undergraduate Work-Study Student Positions

Getches-Wilkinson Center history:

The Getches-Wilkinson Center for Natural Resources, Energy and the Environment continues the long-standing work of Colorado Law's Natural Resources Law Center. The newly renamed Center endeavors to serve the people of the American West, the nation, and the world through creative, interdisciplinary research, bold, inclusive teaching and innovative problem solving in order to further true sustainability for our use of the lands, waters, and environment. Major programs and initiatives focus on natural resources, water and public lands issues in Colorado and the West; energy and environmental security in the developing world; electricity regulation and energy policy; climate change law and policy; and native communities and environmental justice.

Internship Purpose:

GWC work-study students are expected to support the day-to-day operations of the center, as well as assisting GWC staff with ongoing research projects, such as energy management, water policy, and environmental justice which may require research and writing as well as technical skills. Students will also be expected to support coordination of workshops and conferences put on by the GWC.

Principal Responsibilities:

- Performing administrative duties, such as filing, organizing digital files, preparing Microsoft Word and Excel documents, updating websites, developing content, and maintaining accuracy and updates on a timely basis.
- Performing research and writing for ongoing projects supporting energy best practices, water policy, and environmental justice.
- Assisting with event and workshop coordination, including developing outreach and promotional materials.
- Assisting with fundraising and development, maintaining database, performing research, and generating reports.
- Performing general administrative duties as assigned.

Desired Skills and Abilities:

- Excellent written and oral communication skills.
- Expertise with desktop publishing software, such as Adobe InDesign, Photoshop.
- Expertise with website design and management.
- Expertise with database and spreadsheet (Excel) management, particularly fundraising and development.
- Excellent analytical and research skills.
- Solid understanding of the internet and marketing best practices.
- Ability to think outside the box and bring creative ideas and innovative problem solving skills to each project.
- Excellent organizational skills and ability to work independently with minimal supervision.
- Experience with public outreach and marketing.
- Strong event management and administrative skills.

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