

## Environment

Site # <b>210</b> <b>California Environmental Protection Agency</b> <b>Department of Toxic Substances Control</b> 5796 Corporate Avenue Cypress CA 90630 www.dtsc.ca.gov Ms. Eileen Mananian Unit Supervisor Eileen.Mananian@dtsc.ca.gov 714-484-5349 FAX 714-484-5438 Alternate Contact Maryam Tasnif-Abbasi mtasnif@dtsc.ca.gov	Best to contact by: Email	Placement 1-2  Quarters Hours 1-2 10-20 <input checked="" type="checkbox"/> Weekdays <input type="checkbox"/> Week nights <input type="checkbox"/> Weekend days <input type="checkbox"/> Weekend nights	A
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### About the Organization:

The mission of the Department of Toxic Substances Control, or DTSC, is to protect California's people and environment from harmful effects of toxic substances through the restoration of contaminated resources, enforcement, regulations and pollution prevention. DTSC is comprised up of a multi-disciplinary staff including environmental scientists, engineers, geologists, toxicologists, and public outreach specialists. Our agency not only deals with environmental cleanup, enforcement and restoration, but also strives to maintain open communication with the surrounding community through public outreach to keep the public involved in DTSC's decisionmaking processes. For more information, please visit our website at: [http://dtsc.ca.gov/InformationResources/DTSC\\_Overview.cfm](http://dtsc.ca.gov/InformationResources/DTSC_Overview.cfm).

### About the Field Study Placement

Students play an integral part in assisting DTSC staff in coordinating, tracking, producing and reviewing documentation for various programs under the Brownfields and Environmental Restoration Program at DTSC. Supervision is provided directly from the DTSC Brownfields Coordinator and from other staff that assist in task related to environmental restoration and remediation projects within the Program. Students are responsible for taking ownership of work and applying their knowledge of environmental sciences. We expect students to seek answers and ask questions on topics as needed to complete their work. DTSC staff will provide training and guidance to augment the student's understanding of the regulatory or environmental investigation/cleanup process. Students may have the opportunity learn and practice skills in one or more of the following areas - conducting an evaluation of environmental remediation projects, assist with projects within the Targeted Site Investigation (TSI) Program, updating DTSC website content and social media integration with current communication strategies, setting-up marketing strategies, coordinating logistics and registration process for public information workshops, and assisting in updating Brownfields policies for Voluntary Cleanup Program.

### Requirements

Strong written and verbal communication, proficient in MS Office programs, familiarity with environmental regulatory processes, ability to work proactively and engage staff for clarification. 2 qtrs. Preferred. Available in 4 hours blocks.

### How to apply for a placement

Email cover letter, transcript, resume, and list of three references to DTSC points of contact. Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of CA (STD 689) need to be completed and signed prior to Field Work.

Site # **California State Parks**  
**206 Orange Coast District**

Best to contact by:  
email

Placement  
5-10

A

3030 Avenida del Presidente

San Clemente CA 92672

[www.parks.ca.gov/OCDistrict](http://www.parks.ca.gov/OCDistrict)

Ms. Blythe Liles

Regional Interpretive Specialist

[bliles@parks.ca.gov](mailto:bliles@parks.ca.gov)

949 366-8503 FAX 949 492-9437

Alternate Contact David Pryor, [dpryor@parks.ca.gov](mailto:dpryor@parks.ca.gov), 949 497-1421

Quarters Hours

1 10

Weekdays

Week nights

Weekend days

Weekend nights

#### About the Organization:

The mission of California State Parks is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation. Local state parks serve more than 12 million visitors per year and enjoy support from three non-profit park cooperating associations and over 300 active park volunteers and docents. Local parks include San Onofre State Beach, San Clemente State Beach, Doheny State Beach, Crystal Cove State Park, Huntington State Beach, and Bolsa Chica State Beach. As a volunteer, students will be issued a parking permit for access to Orange Coast District parks.

#### About the Field Study Placement

The Orange Coast District of California State Parks is seeking students to be involved in interpretive and education programs and natural resource management. Students will shadow and work with the Regional Interpretive Specialist and the Senior Environmental Scientist in developing exhibits and programs, managing natural resources, and learning about environmental planning. Students will receive an orientation to California State Parks, training in interpretive and educational techniques, and/or natural resources management. They will have the opportunity to observe the multiple forces that shape the protection of California's natural and cultural resources. Through this they will be introduced to some of the tools that are used to shape environmental psychology and stewardship actions.

#### Requirements

Interest in California State Parks and environmental education. Strong research, writing and communication skills. Background check required for students working with children or handling money. Cost is \$15.00.

#### How to apply for a placement

Send cover letter and resume. Complete a volunteer application. Information about the volunteer application is available from Ms. Liles.

Site # **201** **CAPOC/ Community Action Partnership of Orange County** Best to contact by: Placement A  
**Energy & Environmental Services Department** email 2

11870 Monarch Street  
Garden Grove CA 92841  
www.capoc.org

Mr. Gene Palovik  
Interim Director of Energy Services  
gpalovik@capoc.org  
714-839-0595x5308 FAX 714 839-2817  
Alternate Contact Elizabeth Saldana; esaldana@capoc.org

Quarters Hours  
1 10-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### About the Organization:

Community Action Partnership of Orange County (CAPOC) is one of the largest and oldest non-profit organizations in Orange County. CAPOC was founded by a coalition of elected officials, businesses, community leaders, and representatives of the poor, as Orange County's Community Action Agency and incorporated as a non-profit in 1965. For the past 40 years, CAPOC has been instrumental in developing programs and activities aimed at impacting the causes and the effects of poverty and providing services that help low-income persons overcome the barriers to becoming self-sufficient. The mission of CAPOC is "Helping people, changing lives." Energy & Environmental Services provides the following services: (a) Information & Referral (2-1-1 partner); (b) Consumer Education/Energy Workshops; (c) Home Repair/Energy Efficiency Weatherization; (d) Utility Assistance Programs.

#### About the Field Study Placement

SEVERAL OPPORTUNITIES ARE AVAILABLE: Students can work in any of the CAPOC Departments. Admin duties include: fund reporting, outcome tracking, program development. Program duties include: phone screening, client interviews, other special assignments. Interns have the opportunity to learn more about the many facets of poverty in Orange County, including childhood hunger, transportation, the utility crisis, environmental health issues for children living in poverty, school and after school issues, housing, and the concerns of seniors living in poverty. Interns may conduct a community needs assessments, evaluations, directed surveys, demographic profiles of poverty, compile and analyze data, research, review and evaluate program data and statistic; write reports and develop charts and presentations; develop public relations materials; work directly with staff and clients. Interns will also have the opportunity to join collaborative meetings with other agencies and organizations in Orange County, which address poverty issues.

#### Requirements

Willingness to learn. An interest in public administration, program development, and the non-profit sector is recommended.

#### How to apply for a placement

Email resume and cover letter.

Site # **City of Irvine**  
**230 Turtle Rock Nature Center**

Best to contact by:  
email

Placement  
3

A

1 Sunnyhill Drive

Irvine CA 92612

www.irvineopenspace.org

Danielle Kelly

Community Services Senior Leader

dkelly@cityofirvine.org

949 724-6738 FAX 949 856-2557

Alternate Contact n/a

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### About the Organization:

The mission of Open Space Services is to promote awareness about our natural community while encouraging behavior that will result in the preservation of our open space, wilderness areas, and to engage members of the community in as positive outdoor recreational and educational experience. The Kids and Nature program at the Nature Center facility is offered five days a week from 11:00-1:30p.m. This program provides kindergarteners with an opportunity to learn about nature and conservation on a personal and global level. They learn through a variety of mediums including lessons from an established curriculum, art, games, and computer programs geared specifically toward environmental awareness. During the summer months a day camp is offered in our Southern Open Space Preserve at Bommer Canyon Cattle Camp. This ½ day morning program provides campers, ages 5-12, with a real outdoor camp experience. Activities include: daily hikes, themed crafts, games and a featured creature. Our goal is to promote awareness of nature and an appreciation for our land.

#### About the Field Study Placement

Students will assist in two areas of our programs: Kids and Nature summer camps depending on the time of year. General responsibilities include:

- Assisting with the development and implementation of a variety of environmental education programs.
- Supervise and engage participants in environmental programs: including hikes, crafts, games and outdoor recreational activities.
- Promote environmental awareness through theme-based lessons and trail tours.
- Assisting with program development.
- Light computer work.

Interns interested in working in the Kids and Nature program must be available during the school year weekdays from 10-3. Interns interested in working our Summer Camp program must be available to work weekdays from 8-2.

#### Requirements

Applicants should have some experience working with school age children, an interest in teaching and in environmental education.

#### How to apply for a placement

Send resume and cover letter via email to Danielle Kelly. Background check required.

Site # **Irvine Ranch Conservancy**  
**228**

Best to contact by:  
any

Placement  
4

A

4727 Portola Parkway

Irvine CA 92620

www.irconservancy.org

Erica Korzep

Public Programs Manager

ekorzep@irconservancy.org

714 508-4767 FAX 714 508-4787

Alternate Contact n/a

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### About the Organization:

The Irvine Ranch Conservancy is a non-profit, non-advocacy organization. Our mission is to use our resources to encourage the highest quality stewardship of the permanently protected wildlands and parks on The Irvine Ranch. We are involved in all aspects of stewardship from natural resource management to scientific research, to public access and education programs, and building partnerships. Nearly 40,000 acres of open space on the historic Irvine Ranch have been designated a Natural Landmark by both the State of California and the U.S. Department of Interior. The open space of the Natural Landmarks is part of the 50,000 acres of open space preserved on the Irvine Ranch. They are recognized as examples of the natural heritage of the country alongside national parks, recreation areas and monuments. Our staff/volunteers deliver land stewardship and public programs to connect people to the environment. We are pleased to be able to offer the opportunity for an intern to learn the myriad of decisions and facilitation it requires to keep the National Natural Landmarks thriving.

#### About the Field Study Placement

College students interested in assisting the Irvine Ranch Conservancy fulfill its mission to connect people to the land will have a unique opportunity to work with our Public Programs Department. This department works directly with trained volunteers who provide support for various activities on the land and within the organization. This is achieved by highly interpretative programs as well as outreach, school programs, and special events. Public programs interns are involved in all aspects of making these programs happen. The specific tasks are: (a) Assist with general administration of the Irvine Ranch Conservancy including sending out reminder emails, answering public questions (phone and email), and public registration/cancellations (b) Assist with outreach and promoting public programs offered by the Conservancy and partnering agencies (c) Conduct general office tasks as needed (d) Assist in providing information and presentations to the general public, partners and others interested in The Irvine Ranch Conservancy programs (e) Maintain a variety of records and prepare reports related to intern activities and operations (f) Assist in preparing instructional materials relative to the interpretive activities as needed (g) Assist with website enhancements (h) Demonstrate attendance sufficient to complete the duties of the internship position as required (i) Perform related duties similar to the above in scope and function as required (j) Attend public programs (k) Conduct other related activities as assigned.

#### Requirements

Students must have good decision making and communication skills, as well as have knowledge of MS Office. Students must be physically able to assist individuals on hikes as well as work in a variety of weather conditions and temperatures.

#### How to apply for a placement

Send resume as a .pdf via email. Students must be able to commit to completing 200 hours.

2 Irvine Park Rd  
Orange CA 92869  
<https://www.outdooreducationcenter.org/>

Ms. Suzanne Perry Slavens  
Life Science Director  
suzannes@iroec.org  
619-368-0242 FAX  
Alternate Contact Bill Beaumont 714-923-3191

Quarters	Hours
1-6	5-40

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### About the Organization:

The mission of the Irvine Ranch Outdoor Education Center is to serve all youth of Orange County by providing quality outdoor educational programs that instill in them an appreciation of the outdoors and the environment, teach effective teamwork, instruct about the cultural history of Orange County, and provide access to the natural resources of the surrounding areas.

#### About the Field Study Placement

The scope of this position can be crafted to align with the specific educational objectives of each individual field study student/docent. Areas of specialization can be chosen from the following areas: Environmental Education, Community Organizing, and Sustainable Agriculture and Local Food Systems. Projects can be chosen from the following:

- Planning and preparing for EarthFest 2019 - a community-wide event that is aimed at building a culture of resilience and sustainability in Orange County.
  - Assisting in the development and promotion of a 2 acre permaculture food forest
  - Assisting in developing climate resilience curriculum for middle school and high school
  - Assisting in delivery of environmental education programs for middle school
- Skills or knowledge required: The ideal candidate would be a self-starter with the ability to creatively initiate projects.

We will train field study students to implement our educational curriculum. We provide training on sustainable agriculture. We can collaboratively provide guidance on community engagement and programming.

#### Requirements

Self-starter with ability to creatively initiate projects. Interest in environmental education and sustainability.

#### How to apply for a placement

Send a cover letter and resume as a .pdf attachment with the filename FieldStudyLastnameFirstname to [suzannes@iroec.org](mailto:suzannes@iroec.org).

Site # **Orange County Coastkeeper**  
**208**

Best to contact by:  
email

Placement  
6

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3151 Airway Ave., Suite F-110  
Costa Mesa CA 92626  
www.coastkeeper.org

Ms. Dyana Pena

dyana@coastkeeper.org  
714 850-1965 FAX 714-850-1592  
Alternate Contact ellen@coastkeeper.org

Quarters Hours  
1-2 10-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### About the Organization:

Orange County Coastkeeper's mission is to protect and preserve the region's marine habitats and watersheds through education, advocacy, restoration, research and enforcement. We focus on educating the public on marine and water quality issues, and working together with government and private organizations to improve coastal environments.

#### About the Field Study Placement

Students will work on scientific research projects, learning how to take accurate water samples, plant/species observations, and to analyze results. Interns will assist with Education Program activities, including field trips, in-class lessons, curriculum development and grading. Field work may also include help with beach cleanups, advocacy, event planning, marketing, technical writing, website editing and our water conservation garden.

#### Requirements

Genuine interest in coast ecology and water quality issues. Reliable transportation and proof of insurance required for water monitoring projects.

#### How to apply for a placement

Contact via email with a resume attached and plan to schedule an appointment for an interview/orientation. The number of placements we have available each quarter varies with our needs.

Site # **Orange County Zoo**  
**280**

Best to contact by:  
email or phone

Placement  
2

A

1 Irvine Park Road

Orange CA 92862

www.ocparks.com/oczoo

Ms. Marcy Crede-Booth

marcy.crede@ocparks.com

714 973-6846 FAX 714 633-8493

Alternate Contact n/a

Quarters	Hours
1-2	10

Weekdays

Week nights

Weekend days

Weekend nights

#### About the Organization:

The Orange County Zoo is a recreational and educational resource for both children and adults. The Zoo offers educational tours to school children, scouting programs, toddler programs, story times for children, and hands-on experience at discovery carts. The Orange County Zoo is located inside Irvine Regional Park in the City of Orange.

#### About the Field Study Placement

Intern training will cover information on animals and wildlife, native plants, teaching styles, and methods for working with children. Students will be trained to give educational tours throughout the zoo and to use hands-on materials at the Discovery carts to teach environmental concepts to children and adults. Students may also lead "Story Time" -- a program aimed at the younger zoo visitors. Students may also help with the zoo's seasonal special events and various special projects as needed and toddler programs. Students may also assist animal keepers with simple projects if interested. Students will assist in preparation for classes for children including set-up, craft and supply preparation and other needs for the program.

#### Requirements

Interns should be genuinely interested in animals, environmental adaptation and preservation. An ability to teach both young children and adults is also recommended.

#### How to apply for a placement

Send resume and cover letter. Students will be required to attend a volunteer orientation which includes fingerprinting/background check (at no cost).



Site # **Santa Ana Zoo @ Prentice Park**  
**214**

Best to contact by:  
Email or Phone

Placement  
3

A

1801 East Chestnut Ave

Santa Ana CA 92701

<http://www.santaanazoo.org/>

Ms. Lauren Bergh

Zoo Education Specialist

[lbergh@santa-ana.org](mailto:lbergh@santa-ana.org)

714-647-6573 FAX

Alternate Contact Kent Yamaguchi, [kyamaguchi@santa-ana.org](mailto:kyamaguchi@santa-ana.org); 714-657-6522

Quarters	Hours
1-4	5-20 Hrs

Weekdays

Week nights

Weekend days

Weekend nights

#### About the Organization:

The Santa Ana Zoo at Prentice Park's mission is to instill a passion for the natural world through recreation, conservation and education. The zoo is committed to providing recreation and education while bringing the message of conservation to the zoo's many visitors.

The zoo is open every day except Thanksgiving Day, Christmas Day & New Years Day. Daily hours are: 10am-5pm

#### About the Field Study Placement

As part of the Santa Ana Zoo Education Department field study students assist in creating and executing education programs for school groups and regular visitors. Those with special interest in informal environmental education may complete special projects (described below) and/or be trained to present zoo education animals during programs.

Special projects include: school program tour guide, school program animal handling, education biofact inventory, outreach and community events, program testing and development.

Field Study students are trained on the following: animal knowledge, program background information, basic customer service, and zoo emergency policies/procedures. If the position requires direct contact with animals a TB test is required.

#### Requirements

Basic computer skills; general knowledge of animals (preferred, training provided); able to work indoors and outdoors in various weather conditions; able to work with volunteers and guests of all ages and backgrounds; good customer service skills.

#### How to apply for a placement

Contact the Zoo Education Specialist either by email or phone. You will be asked to complete a Zoo Volunteer Application (available at <http://www.santaanazoo.org/volapp.pdf>) and phone interview.

Site # **The UCI Herbarium**  
**270**

Best to contact by:  
any

Placement  
3

A

UC Irvine Department of Ecology and Evoluti  
Irvine CA 92697  
n/a

Quarters Hours  
1 10

Dr. Peter Bowler  
UCI Herbarium Director  
pabowler@uci.edu  
949-701-6114 FAX 949-824-2181

- Weekdays  
 Week nights  
 Weekend days  
 Weekend nights

Alternate Contact Rebecca Crowe rcrowe@uci.edu 949-824-5833

#### About the Organization:

The University of California, Irvine Herbarium (IRVC) was established in 1965, and is one of seven herbaria within the University of California campuses. IRVC holds ca. 35,000 vascular plant collections from the western United States, especially southern California and Orange County, and Baja California, Mexico. IRVC is a member of the Consortium of California Herbaria (<http://ucjeps.berkeley.edu/consortium/>) and is a participant in the Consortium's Digital Herbarium project, through which collections and locality data are entered into an electronic database easily accessible to the public. IRVC is recognized in the Index Herbariorum and Biodiversity Collections Index (<http://www.biodiversitycollectionsindex.org/collection/view/id/13078>). The University of California, Irvine Herbarium (IRVC) is a scientifically documented anthology of pressed and permanently preserved specimens. IRVC's primary mission is curating its collection, and assisting the public, classes and researchers in visiting and using its resources. We also have an ongoing accession program and have several current collection foci including re-vouchering the existing collections for the UCNRS San Joaquin Marsh Reserve, the UCNRS Burns Pinyon Ridge Reserve, the UCI Ecological Preserve, and local sites that are recovering from wildfire events.

#### About the Field Study Placement

Interns will assist in the collection and care for (curation) accessioned plant specimens in the IRVC collection. This includes cleaning, control of insect damage to the collection, as well as assisting in the collection of voucher plants to be accessioned by IRVC. Interns will develop skills to select plants for collection, dry and press them, and they will also work in the UCI Herbarium (IRVC) entering data into the digital herbarium database.

#### Requirements

Good communication skills & attention to detail in their work. Consistent attendance is mandatory, be prepared to do limited physical work (stooping, bending & lifting folders of plants onto & off carts) as well as do close, meticulous work.

#### How to apply for a placement

Send resume in .pdf or .doc format.

750 University Tower

Irvine CA 92697

eps.uci.edu

Mr. Matt Deines

Senior Planner

mdeines@uci.edu

949-824-4929 FAX

Alternate Contact Richard Demerjian, rgdemerj@uci.edu

Quarters Hours  
1-2 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### About the Organization:

The Office of Environmental Planning & Sustainability (EP&S) is responsible for environmental and land use planning, community planning, and sustainable operations for the UC Irvine Campus. Our goal is to promote well-planned, environmentally responsible, and sustainable development and redevelopment on campus. The EP&S office leads and provides support implementing the UC Policy on Sustainable Practices for green building design (LEED), climate protection, clean and renewable energy, water systems, urban forestry and sustainable landscaping.

#### About the Field Study Placement

Students will have the opportunity to work on a variety of urban planning and sustainability related projects during their field study. Students will gain understanding of the planning process on campus while exploring their own interests related to Social Ecology. Students projects may include creating new content for sustainability website (LEED NC building program), developing interpretive signage for sustainability features on campus, collaborating with Sustainability Initiative on development of interactive sustainability map, and conducting case studies of best practices of sustainability efforts of national and/or international programs.

#### Requirements

Fundamental understanding of sustainable operations and environmental planning and experienced with Microsoft Office including Word and Excel.

#### How to apply for a placement

Send resume and cover letter to Matt Deines at mdeines@uci.edu.

Site # **UCI Dining**  
**270.5**

Best to contact by:  
any

Placement  
2

A

A311 Student Center

Irvine CA 92697-5575

www.ucidining.com

Ms. Lotus Thai

Sustainability Coordinator

Thai-Lotus@aramark.com

949-824-0336 FAX n/a

Alternate Contact Lotus Thai 949-824-3170

Quarters	Hours
1-3	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### About the Organization:

UCI Dining's Sustainability Program focuses on environmental and social responsibility. UCI Hospitality & Dining is committed to sustainability in our services, food and products; and to educating the campus community about environmental sustainability and social responsibility. UCI Dining is constantly looking for ways to engage in sustainability practices, as well as educate the campus community on sustainability. Some sustainability practices the program incorporates are: recycling, composting (anaerobic digestion), food donation, and sustainable food sourcing (locally grown and produced and third-party certified).

#### About the Field Study Placement

Student interns will have the chance to contribute to the creation and advertising of sustainability activities relating to food service. Activities include, but are not limited to the following: developing and implementing event and program action plans, creating marketing collateral design requests, updating UCI Dining's sustainability web site and developing social media content that highlights sustainable dining practices, conducting waste audits, and assisting in other sustainable practice implementation. Student intern will work under the supervision of the UCI Dining Sustainability Coordinator, Marketing Coordinator and Marketing Manager. On-the-job training will include: computer skills, operational procedures, event planning, promotion and set-up, professional coaching, occasional meetings with other university departments (if student's schedule permits), recycling and composting program assessment, product research and social media content development. Projects include, but are not limited to the Locally Grown Purchasing Program, Advertisements & Communication Materials, Earth Week & Earth Day activities, Weigh the Waste event and other programs, as they are created.

#### Requirements

Demonstrated working knowledge of MS Word & Excel, must be able to work independently and with a team, interest in sustainable practices, and strong writing skills. Graphic design skills are a plus.

#### How to apply for a placement

Send resume and cover letter.

**271 Recycling Program**

Facilities Mgmt 201 Interim Off Bldg 899

Irvine CA 92697

n/a

Ms. Anne Krieghoff

UCI Recycling & Refuse Coordinator

akriegho@uci.edu

949 824-9097 FAX 949 824-9381

Alternate Contact

Quarters Hours  
2 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

**About the Organization:**

UCI Facilities Management Recycling Program is responsible for all waste and recycling on campus. We actively work to educate the campus population on the importance of and procedures for recycling.

**About the Field Study Placement**

Students choose a project that promotes the improvement of recycling on campus. These projects typically provide the student with a better understanding of waste/recycling related fields. Current projects include: Ink/Toner Cartridge Recycling; "Buy Recycled"; Waste diversion research; Recycling related cost-benefit studies; Mapping; Grant research and writing

Our goal is to have each student work on a resume worthy project that relates to sustainability.

**Requirements**

Creativity and leadership ability.

**How to apply for a placement**

Send resume and cover letter.

G464 Student Ctr South

Irvine CA 92697

www.sustainability.uci.edu

Ms. Rachel Harvey

Sustainability Program Manager

raharvey@uci.edu

949 824 -5263 FAX

Alternate Contact

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### About the Organization:

The Global Sustainability Resource Center (GSRC) is a hub for students, providing resources, education, and programming to forward environmental balance, economic vitality, and social equity. Students, as well as campus and community partners, are invited to share a platform from which to address the root causes of ecological disruption, deepen understandings of the interdependence of all life, and engage the challenges and solutions of sustainability in a campus, community, and global context. The GSRC is anchored by a physical resource center offering a host of student services. Students come into the GSRC via our outreach programs, internship/fellowship placements, and trainings pathway. Our student and staff team co-creates actions with campus and community partners that build skills and experience along three sustainability pathways: Campus as a Living Lab, Training and Communiversity.

#### About the Field Study Placement

Field study students will be placed in accordance with the needs of the GSRC and the interests of the student. Projects and needs include 1) Supporting the various social media and web-based platforms for broadcasting sustainability-related events and opportunities, including research and writing. 2) Event planning and implementation - including organizing, promoting and participating in events. 3) Researching, networking and writing to assess the viability of taking student-generated sustainability ideas forward in support of GSRC's mission. 4) Participation in the myriad GSRC programs. Field study students will also assist GSRC staff with various other events, data entry, filing, photocopying, and other duties as assigned.

We place a high priority on training UCI students in leadership and organizational development skills. The students in our program gain a sense of how their curriculum relates to real world sustainability challenges because our office maintains a culture of intellectual discourse and reflective practice.

#### Requirements

Initiative, willingness to learn, strong written and oral communication skills. Familiarity with sustainability-related initiatives. Event organizing experience and familiarity with graphic design, social media, HTML and website maintenance a plus.

#### How to apply for a placement

Send a cover letter, resume, writing sample and 2 references. In the cover letter indicate your interests and qualifications for the opportunity and the quarter you intend to do field study. Writing sample may be up to 5 pages (as .pdf).

G458 Student Center

Irvine CA 92697

Quarters Hours  
1 5

- Weekdays
- Week nights
- Weekend days
- Weekend nights

Ms. Rachel Harvey

Sustainability Program Manager

raharvey@uci.edu

(949) 824-5263 FAX

Alternate Contact Melissa Falkenstien, melissa.f@uci.edu, 949-824-6814

#### About the Organization:

Student Housing embraces its unique access to the campus community, with the goal of increasing environmental sustainability through education and agency of residents and employees throughout the department. Together we will serve as change agents and adopt a life-time of behaviors that foster healthy environments, social justice, and economic viability.

#### About the Field Study Placement

Field Study students will contribute to the growth and study of sustainability as implemented in the residence halls on the UCI Campus. Students will have the opportunity to research with residents and/or be part of the creation of co-curricular programming that will promote awareness of environmental issues, promote behavior change, cultivate a better connection and commitment to the natural world among residents, grow understandings of related economic justice and social equity issues, and empower residents to become better global citizens, consumers, and professionals.

Field Study Students will be mentored to assist the Sustainability Program Manager in administrative tasks such as communications, grant writing, outreach, fieldwork and research, event planning, and community organizing.

#### Requirements

Initiative, accountability, creativity, willingness to learn, strong written and oral communication skills. Must be able to work independently and with a team. Familiarity with sustainability-related initiatives, skills, or sciences.

#### How to apply for a placement

Send a cover letter, resume, short writing sample, and 2 references to via email to Rachel Harvey.

In the cover letter, please indicate your interests and qualifications for the opportunity and the quarter you intend to do field study.

915 Wilshire Blvd  
Los Angeles CA 90017  
<http://www.usace.army.mil/>

Ms Veronica Li  
Senior Project Manager  
[veronica.c.li@usace.army.mil](mailto:veronica.c.li@usace.army.mil)  
213-452-3292 FAX  
Alternate Contact Mark Cohen 213-452-3413

Quarters	Hours
1-4	10-40

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### About the Organization:

A results-driven organization that values its people and partners and delivers world class infrastructure to the Nation for generations to come. The Los Angeles District provides world class engineering solutions and project management services that respond to the needs of the nation, the environment and the public, including:

- Planning, designing, building and operating water resources and other civil works projects (Navigation, Flood Risk Management, Ecosystem Restoration, Disaster Response, etc.)
- Designing and managing the construction of military facilities for the Army and Air Force (Military Construction)
- Providing design and construction management support for other federal agencies (Interagency and International Services)

#### About the Field Study Placement

Assist junior and senior project managers in Regulatory Division to complete review of incoming applications for Section 404 Clean Water Act or Section 10 Rivers and Harbors Act activities or conduct compliance related reviews of completed projects. Tasks include assisting with mapping of mitigation sites, review of application materials (including technical information such as biological reports, engineering plans, cultural reports, etc.), corresponding with the public via phone, email, or letter, and conducting some site visits and office meetings with project managers. Students will be able to participate in projects in the field and must be able to drive the location, proper safety gear will be provided when conducting field visits.

This field study is targeted toward urban studies and social ecology majors. Preference will be given to students seeking 200 hours. Additional information about parking and background check will be provided for those that meet criteria for placement.

#### Requirements

Creating and editing data in GIS and Google Earth. Critical thinking skills are needed to review application information from projects. Excellent writing skills, along with knowledge of environmental regulations. May need to bring and use own computer.

#### How to apply for a placement

E-mail [veronica.c.li@usace.army.mil](mailto:veronica.c.li@usace.army.mil) with a cover letter stating interest and a resume with any classes specializing in environmental regulations or government planning and policy. Must have their own car and provide proof of insurance.