

Strengthening Minnesota businesses by maximizing efficiency and lowering costs through energy, water and waste reduction

**INTERNSHIP:** Lead a project focused on developing a standard operating procedure manual for pollution prevention intern programs. (Summer 2021).

**COMPANY/ORGANIZATION:** Minnesota Technical Assistance Program

The Minnesota Technical Assistance Program (MnTAP) is seeking a junior or senior level college student to lead a project focused on developing a standard operating procedure (SOP) manual for pollution prevention (P2) intern programs. The project will involve evaluating and organizing the various processes involved in executing MnTAP's summer intern program. These resources will be used to design two versions of a program guide – 1 for MnTAP's internal use and a guide for use by programs outside of MnTAP. The intern will report to MnTAP staff with the opportunity to interact with stakeholders from other MN and national organizations.

### **JOB DUTIES:**

As part of this project, you will be asked to complete the following tasks:

1. Research and establish a format for the program guide. Consider features that make the guide easy to follow and that clearly outline how to replicate certain processes.
2. Develop a timeline and calendar that provides structure to the phases of successful intern program management.
3. Identify, organize, and refine resource documents that will guide the user through program management.
4. Consult with appropriate internal and external stakeholders to verify the functionality and ease of use for the SOP manual.
5. Manage project tasks, activities, and project documentation effectively.
6. Develop drafts in order to share progress with MnTAP staff and funding partners.
7. Complete both internal and external versions of the SOP manual as a final project output.
8. Present project findings to MnTAP staff, national stakeholders, and at MnTAP hosted public presentation events.

The position is full time, 40 hours per week, for three months to start after the conclusion of spring semester or quarter. Pay is \$15/hour, with a lump sum stipend of \$1,000 upon completion of the project deliverables: a final report and presentations. Cumulatively, this equates to \$17.00/hour when averaged over the project. Candidates must pass a background check.

### **QUALIFICATIONS:**

- Cumulative GPA of at least 3.0
- Good oral & written communication skills
- A technical academic background
- Troubleshooting skills
- Self-motivated
- Experience with database management
- Appropriate majors: *Communications, marketing, environmental or physical sciences and others as applicable*

### **TO APPLY:**

Apply online at:

[www.mntap.umn.edu/intern/student\\_apply.htm](http://www.mntap.umn.edu/intern/student_apply.htm)

Remember to submit your application form, cover letter, resume, and unofficial transcript.

Cover letters can be addressed to:

Matt Domski, Intern Program Administrator  
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Minneapolis, MN 55455 • [mdomski@umn.edu](mailto:mdomski@umn.edu)

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