



Associated Students

CAL POLY HUMBOLDT

**Associated Students of Cal Poly Humboldt
Job Announcement
This is not a state position**

Job Title: CCAT Library and Archival Intern
Hours: Part-Time, up to 10 hours per week
Compensation: Unpaid Internship
FLSA Status: Non-Exempt
Supervisor: A.S Executive Director

CCAT Summary

The Campus Center for Appropriate Technology is student managed, student funded live-in demonstration home for appropriate technology. CCAT is part of a registered non-profit organization and home for three student co-directors who live in the house and manage the program for one-year periods. CCAT co-directors also manage the student employees that CCAT hires every semester. We are located on the Cal Poly Humboldt Campus in Arcata, California. Motivated by an ethic of “education by example,” CCAT offers tours, workshops, and opportunities for hands-on involvement to university students and the general public.

CCAT began in 1978 when a group of students, with the support of faculty and community members, renovated a dilapidated house on the university campus and initiated an experiment that continues today. CCAT works with fifteen Humboldt classes a year to incorporate new appropriate technologies into this living laboratory in sustainability. The impressive result of these students’ work: CCAT uses less than five percent of the energy consumed by the average U.S. house, produces almost no waste, and serves as a national model for appropriate technology. Just as important as what CCAT does, is how it is done. Three students live in the house and direct the program for one-year periods. Student employees keep operations going. Being directed, staffed, and funded by students makes CCAT a place where young adults become leaders; it nurtures creativity and hones professional and technical skills. CCAT helps to infuse Humboldt with a practical idealism and a desire to serve the global community.

Position Summary

The student-run library at the Campus Center for Appropriate Technology is a key information hub for students on-campus to learn about sustainability, appropriate technology, and other topics rooted in living lightly on the Earth. This space is critical to delivering our sustainability-based experiential educational services to students. The Library and Archival intern will participate in regular walk-throughs of the library space to ensure that they are in working order, while processing new additions to the space by stamping them, organizing them amongst other books and resources, and adding them to a digital database. The student will also ensure books checked out by students are returned and will help maintain internal infrastructure to allow for easy check-out and return of borrowed books. Furthermore, the Librarian and Archival intern will help aid Co-Directors, the CCAT publicist, and External branch staff alongside external collaborators in the preservation of CCAT's history, from 1978 to today. The intern will help synthesize records that span CCAT's institutional history, its several physical moves on-campus, its past events, news appearances, projects, and so on. Photographs and at-risk documents will be preserved for future use in the Library space, and the Intern may work with the Humboldt library on archival projects. The student will learn important managerial and organizational skills as well as a comprehensive understanding of CCAT as a non-profit live-in laboratory for sustainability in Arcata, CA. This position entails a flexible 5 to 10 hours per week.

Core Functions

- Attending regular all-employee and branch-specific meetings
- Helping to set-up and take-down events going on at CCAT
- Getting the word out about various CCAT related things
- Maintaining the CCAT space and insuring that it is welcoming to visitors.
- Use CCAT property responsibly and return property where it was found.
- Treat all visitors, volunteers, and employees with equity and respect
- Must learn and remain updated on CCAT programs and events.
- Assist with CCAT outreach efforts (flyering, chalking, classroom announcements)
- Complete tasks as assigned by the CCAT co-directors in a safe and timely manner.
- Communicate clearly and consistently with CCAT co-directors and CCAT staff

Duties and Responsibilities

- Effectively and frequently communicate with Co-Directors, employees, students, and interns about projects and maintenance to the CCAT library and downstairs classroom space.
- Coordinate and organize the CCAT library. This student will know what sorts of books the library has available for students, as well as where they are kept, and what is or is not on loan. Student will be able to help students find resources they are interested in.
- Keep good documentation of projects, processes, and improvement strategies through the semester, and will help Project Manager staff upload CCAT historical projects as well as current activities on-site to Apropedia
- Provide assistance to the Co-Directors for larger physical site related projects, if desired and as needed
- Ensure and enforce the student book loan system as well as internal spreadsheet of books and resources at CCAT. Make sure that only books are taken, and not historical CCAT internal documents or site history.
- Ensure all projects are done in compliance with Facilities Management MOU
- If there is the potential for risk or injury with regards to a student project, report to Groundskeeper that will consult Risk Management before approving implementation plan

Work Environment, Hours and Physical Demands

- This job operates in an office environment and routinely uses standard office equipment.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry up to 40 pounds.

Preferred Education and Experience

- Must be a currently matriculated CPH student.

APPLICATION PROCEDURE

Qualified applicants should submit the following items via email to ccat@humboldt.edu

1. Cover letter
2. Résumé
3. Three professional reference contacts