



**Office of the Senior Vice President
for Finance and Administration**

Strategic Finance & Administration Accelerator Internship Program

Position Description

UO Finance and Administration Department Name	UO Natural Areas Program A program of the department of Sustainability in the division of Campus Planning and Facilities Management (CPFM)
Intern Supervisor Name	Emily Hamblen, UO Natural Areas Steward
Role or Project Title	Engagement Specialist
Modality	In person
Department Information	The Campus Natural Areas Program, housed within the Office of Sustainability, advances a three-pronged mission of creating restoration, engagement, and research opportunities for students and the surrounding community. Program activities are conducted within the Willamette River Natural Area (WRNA) and Millrace Natural Area on the University of Oregon campus. The Office of Sustainability supports the integration of sustainability into university operations, academics, research, and community engagement through collaborative programs and initiatives. The Office is part of Campus Planning and Facilities Management (CPFM), which plans, builds, maintains, and operates the infrastructure that supports the University's mission while promoting a safe, functional, and environmentally responsible campus.
Position Purpose and Description	The Natural Areas Program Engagement Specialist is an entry-level internship position that supports the day-to-day implementation of outreach and education goals under the guidance of the Campus Natural Area Steward. Working in both the WRNA and the Millrace Natural Area, the position contributes to efforts that enhance biodiversity, maintain ecological health, and expand opportunities for education, research, and community engagement. This position is responsible for creating, managing and implementing outreach projects to engage students and the community. The engagement



**Office of the Senior Vice President
for Finance and Administration**

Strategic Finance & Administration Accelerator Internship Program
Position Description

specialist will also participate in assistant steward duties including habitat restoration, ecological monitoring, event planning, data collection and management, volunteer engagement, and conservation project implementation.

Work schedules are generally flexible around academic commitments and typically occur between 8:00 a.m. and 4:00 p.m. on weekdays. Occasional weekend work is required to support restoration and education events.

Essential Duties and Responsibilities for this role:

- Create Instagram posts for events and projects on the Natural Areas.
- Write newsletter articles.
- Speak to classes about opportunities within the Natural Areas Program.
- Table at University Events.
- Develop and distribute posters of upcoming events.
- Guide tours of the UO natural areas.
- Plan events.
- Coordinate with clubs and collaborators to amplify projects and messages.

As needed, the Student Engagement Specialist may assist natural areas stewards with:

- habitat restoration projects within the UO Natural Areas;
- removal of invasive plant species, including blackberry, English ivy, among others;
- planting native trees and other vegetation;
- data collection related to habitat conditions, acoustic monitoring, remote camera surveys, and other stewardship projects;
- maintaining accurate, organized, and detailed records of field activities, monitoring results, and restoration efforts;



**Office of the Senior Vice President
for Finance and Administration**

Strategic Finance & Administration Accelerator Internship Program

Position Description

	• assisting with planning and implementing educational, research, and community engagement activities within campus natural areas; • following established safety procedures and stewardship protocols; and • performing other duties as assigned.
Preferred Term Start	Fall 2026
Required Skills <i>Student must have these to complete project</i>	Interest in habitat restoration, environment, or ecology, as well as in engaging others in the natural world. Valid Driver's license, ability to acquire the UO Drivers Certification. Ability to tolerate manual labor outdoors in challenging conditions (hot, dusty, cold, muddy, and/or wet) while maintaining a positive attitude. Ability or willingness to speak to small and large groups of people. Flexibility, willingness, and ability to learn new tasks. Ability or desire to use Microsoft software, Canva, and Instagram among others. Ability to work independently or with groups of staff and/or volunteers. Ability to backpack, lift and/or move up to 40 lbs.
Preferred Skills <i>These skills are nice to have, but not required</i>	Experience in organizing educational events, workshops, volunteering, and/or community outreach activities. Excellent written and oral communication and interpersonal skills.



**Office of the Senior Vice President
for Finance and Administration**

Strategic Finance & Administration Accelerator Internship Program

Position Description

	Familiarity with the Microsoft office suite (Access, Word, PowerPoint, Excel, Teams). Experience in habitat restoration and Oregon flora and fauna species identification. Commitment to diversity, equity, and inclusion. Experience working with Tribal representatives. Multi-lingual: Speaks another language other than English is preferred. Chinook Wawa or Spanish preferred. Ability to work effectively with a range of stakeholders and collaborators. Working towards a bachelor's or master's degree in environmental science, landscape architecture, ecology, natural resources management, sustainability, or related field.
Skills/knowledge the student will gain during the term	Apply effective student engagement strategies in future academic and professional roles. Gain proficiency with software and digital tools that increase project efficiency and impact. Develop a lasting connection to the University of Oregon Natural Areas and understanding stewardship. Strengthen written, verbal, and interpersonal communication skills. Build confidence leading outreach, educational activities, and volunteer engagement. Develop transferable skills in collaboration, project management, and professional problem-solving.



**Office of the Senior Vice President
for Finance and Administration**

Strategic Finance & Administration Accelerator Internship Program
Position Description