

McKinney Climate Fellows and Resilience Cohort Programs Cummins

2022 Climate Action Planning Intern – Job Description

Summary

Cummins seeks a highly motivated student to apply developing business process and project management skills within an area of business or technical specialty. The student will manage small portions of well-defined projects and provides administrative and logistics support for a project team and project manager.

The intern will work with the Technical and Environmental Systems (TES) department, which is a participant in the Indiana University Environmental Resilience Institute's [Resilience Cohort](#). The TES group covers a broad array of environmental work and includes the disciplines of environmental sustainability (PLANET 2050), the facilities environmental center of excellence, product decarbonization strategy, emissions characterization, and engineering connectivity and analytics. Intern project assignments in the past have included work in supporting customer sustainability goals, environmental reporting benchmarking and analysis, facility environmental analysis and environmental policy analysis

Cummins Inc., a global power leader, is a corporation of complementary business segments that design, manufacture, distribute and service a broad portfolio of power solutions. The company's products range from diesel, natural gas, electric and hybrid powertrains and powertrain-related components including filtration, aftertreatment, turbochargers, fuel systems, controls systems, air handling systems, automated transmissions, electric power generation systems, batteries, electrified power systems, hydrogen generation and fuel cell products. Headquartered in Columbus, Indiana (U.S.), since its founding in 1919, Cummins employs approximately 57,825 people.

In this role, the student will make an impact in the following ways:

- Serves as a resource on projects and work assignments; employs basic knowledge of effective project management and general business understanding.
- Identifies, tracks, and works with others to resolve project issues.
- Monitors and communicates project status to project team.
- Assists with budget planning and tracking, research, and analytical support; provides input into the design and development of project plans and timelines.
- Assists with managing project risk; uses quality tools to identify areas of risk.
- Documents and shares team learnings with other teams; draws on other experiences to enhance the success of the project.
- Maintains project notes, databases, and other records; monitors measures and communicates with Project Manager on status of specific projects and assignments.

To be successful in this role the student will need the following:

- Issue Management
- Scope Management

- Schedule Management
- Stakeholder Management
- Resource Plan Management
- Business Planning/Management
- Cross-Functional Knowledge
- Project Risk Management

Qualifications

- Must be a full-time enrolled student pursuing an undergraduate or graduate degree
- Minimum 3.0 GPA preferred
- Must be able to complete a minimum of 10 weeks and up to a maximum of 12 week commitment
- Must be able to complete 40 hours per week
- Willingness to learn from others on the job

Other qualifications

- Prior quantitative coursework or research experience, preferably in a discipline applied to sustainability such as environmental science, environmental management, engineering, chemistry, environmental economics, or a related field
- Experience manipulating data using spreadsheets
- Experience summarizing research in reports and presentations
- Ability to follow detailed and technical instructions
- Effective written communication, especially for a public audience
- Exemplary verbal communication, including speaking publicly
- Self-motivated, proactive, and flexible with careful attention to detail
- Ability to prioritize and manage multiple ongoing tasks
- Experience coordinating events
- Equity mindset and an understanding of diversity, equity, and inclusion in climate
- Enthusiastic about greenhouse gas management and climate planning

Preferred Skills

- Experience in evaluating the environmental impact of products, activities, and systems
- Experience creating professional reports

Compensation

Compensation will be paid directly through Cummins. The Fellow will work full time for 10 weeks, beginning in late May and ending no later than mid-August.

Feedback and Evaluation

The Fellow will be given regular feedback from staff on progress and performance. Success in the fellowship will be determined by the completion of specified projects in a professional and timely manner. The Fellow should learn how this organization identifies its sustainability priorities, effective principles of communication, and how to develop and maintain professional relationships.

Diversity, Equity, and Inclusion

The Indiana Climate Fellows and Resilience Cohort Programs support the continual advancement and development of diverse, inclusive, and equitable spaces. Indiana climate change solutions should be equitable in implementation, and projects with equity considerations are encouraged to reduce climate change impacts on marginalized communities in the state.

Application Process

To apply for this position, complete an application on the Environmental Resilience Institute's website. If you have questions about the program or any of the positions available, email Steve Chybowski, Resilience Cohort Coordinator, at schybows@iu.edu. Applications will be accepted on a rolling basis (first come, first serve) until Monday, February 14, 2022.