

CSU On-Campus Internship Program (OCIP) JOB POSTING FORM

JOB TITLE:

Sustainability Intern

DEPARTMENT:

Office of Sustainability

COLLEGE/DIVISION:

Hospitality Services

JOB DESCRIPTION:

The intern will assist the Director of Sustainability with the development and implementation of campus sustainability programs and events. Responsibilities will focus on engaging CSU students, faculty and staff in efforts to reduce the environmental impact of campus operations. Responsibilities may include one or more of the following tasks:

- Education and promotion of recycling and energy efficiency efforts
- Coordination of annual EarthFest event in April
- Data entry and analysis relating to energy, emissions and utilities
- Explore funding opportunities to support sustainability initiatives
- Development of informational sustainability materials and activities
- Expansion of communication tools including newsletters and social media

JOB QUALIFICATIONS/REQUIREMENTS:

- Creative self-starter who is comfortable taking initiative and working collaboratively.
- Detail oriented with strong written and verbal communication skills.
- Demonstrated interest in environment and sustainability related issues.
- Good academic standing and the ability to prioritize and complete assignments in a timely manner.
- Ability to interact with multiple stakeholders in a professional manner.

LEARNING OBJECTIVES:

Critical Thinking/Problem Solving, Oral/Written Communications, Leadership, Professionalism/Work Ethic Sustainability strategy, organizational change, student outreach and engagement, program development, project management, event planning, environmental management

WORK SCHEDULE:

10-20 hours per week with scheduling flexibility between 8am and 5pm Monday to Friday

REQUIRED DOCUMENTS:

- Resumé
- Cover Letter including your interest and experience in relation to environmental sustainability
- Unofficial Transcript

NAME & EMAIL FOR APPLICATIONS:

Jennifer McMillin, Director of Sustainability
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