

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

JOB TITLE:

Sustainability Intern (Residential Green Rep)

DEPARTMENT:

Office of Sustainability

COLLEGE/DIVISION:

Hospitality Services

JOB DESCRIPTION:

The intern will assist the Director of Sustainability with the development of campus sustainability programs within the CSU campus residences. The intern will research, recommend, and implement strategies to involve CSU residential students in fun and impactful sustainability initiatives. Responsibilities may include the following tasks:

- Education and promotion of recycling and energy/water conservation efforts
- Development of informational sustainability materials and activities
- Expansion of communication tools including newsletters, social media and information boards
- Development a digital Green Living Guide for student residents
- Offer engaging events such as making t-shirts into reusable bags, cooking with local foods, potting plants, upcycled crafts, nature walks, etc.
- Help to establish recycling systems in the Edge and Langston buildings

JOB QUALIFICATIONS/REQUIREMENTS:

- Must reside in a CSU campus residential building (Fenn Tower, Euclid Commons, The Edge, The Langston)
- Demonstrated interest in environment and sustainability related issues
- Creative self-starter who is comfortable taking initiative and working collaboratively
- Ability to explain the importance of sustainability and make it fun!
- Detail oriented with strong written and verbal communication skills
- Ability to prioritize and complete tasks involving multiple functions in a timely manner
- Ability to interact with multiple stakeholders in a professional manner

LEARNING OBJECTIVES:

Critical Thinking/Problem Solving, Oral/Written Communications, Teamwork/Collaboration, 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. Some student events may be hosted in the evening or on weekends.

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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