



Office of Sustainability

Internship 

TITLE: Green Office Program Intern

DEPARTMENT: Office of Sustainability

SUPERVISOR: Sustainability Coordinator

JOB SUMMARY

The Green Office Program Intern works to advance staff sustainability-related education via the Green Office Certification Program. Through the Green Office Certification Program this intern works with various departments on campus to audit their sustainable practices and recommend more environmentally-friendly practices and procedures, particularly in regard to energy and water conservation. The Green Office Program Intern will also conduct outreach to campus departments and lead presentations for employees regarding sustainable office practices and procedures.

RESPONSIBILITIES

- a) Work with Marketing and Communications team in the Office of Sustainability to promote the Green Office Certification Program
- b) Conduct outreach to offices on campus to participate in the program
- c) Audit and rank offices that participate
- d) Provide tips and improvement ideas for participating offices
- e) Research sustainable practices to implement in various departments on campus to develop, increase, and implement sustainable practices within their areas
- f) Be a resource to help offices implement changes to be more sustainable
- g) Retrieve testimonials from participating offices
- h) Serve as liaison between campus department and Office of Sustainability in regard to infrastructure and policy improvements related to sustainability that offices would like to see implemented

PREFERRED QUALIFICATIONS

- Passion to grow sustainability initiatives at USD
- Knowledge of various sustainability related topics
- Familiarity with University policies, procedures, and community
- One-year position commitment

PERFORMANCE EXPECTATIONS: SKILLS and ABILITIES

- Strong interpersonal skills: ability to work with a diverse population of students, administrators, faculty, and staff
- Strong written and oral communication skills, including public presentation skills
- Strong organizational and time management skills
- Strong work ethic
- Professional demeanor
- Self-starter with ability to multi-task in a fast-paced work environment
- Team player and ability to complete projects independently
- Work to advance a welcoming and inclusive environment at USD

COMPENSATION & SCHEDULE

- \$12 per hour
- May qualify for academic credit- seek approval from your advisor
- 8-10 hours per week (typically between 9am and 4pm, Monday-Friday)
- Fall term: Monday, September 9- Friday, December 13, 2019 (minus Fall break on October 18 and Thanksgiving break from November 27 to November 29)
- Spring term: Monday, February 3- Friday, May 8, 2020 (minus spring break from March 2 to March 6 and Easter break from April 9 to April 13)

NEXT STEPS

- Apply by **April 7** via Handshake (sandiego.joinhandshake.com)
- Contact the Office of Sustainability (sustainability@sandiego.com) with questions