



Office of Sustainability

Internship 

TITLE: Special Projects Intern

DEPARTMENT: Office of Sustainability

SUPERVISOR: Sustainability Coordinator

JOB SUMMARY

The Special Projects Intern for the Office of Sustainability will be responsible for supporting the creation and implementation of sustainable initiatives for/at USD, in collaboration with the office's other team members.

The Special Projects Intern will develop ideas to influence the USD campus community to engage in sustainability issues. This may include developing a plan to reach out to the campus population, assess needs, disseminate sustainability plans and initiatives, as well as create new initiatives. The Special Projects Intern will assist with event planning (securing venue space, catering, supplies, etc.) and implementation, as well as zero-waste related projects.

This role also includes the responsibility of managing the general sustainability e-mail account and assisting with administrative needs of the office.

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 through Federal Work Study only
- 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