



Office of Sustainability

Internship 

TITLE: Education Intern

DEPARTMENT: Office of Sustainability

ADVISOR: Education & Events Graduate Assistant

JOB SUMMARY

The Education Intern assists with education and outreach on campus related to sustainability. This role consists of presenting sustainability topics and initiatives to the USD community and is responsible for reaching out to the appropriate persons to schedule presentations. This entails presentations to a range of audience sizes in class settings, clubs, organizations, departments, and offices on campus. This intern may also assist in integrating sustainability into student orientation programs; maintaining relationships with pertinent employees and orientation teams; and creating presentations and materials to be utilized in new student orientations and other capacities.

RESPONSIBILITIES

1. Sustainability Education/ Presentations

- a. Reach out to Residential Life, LLCs, Associated Students, academic classes, and other organizations on campus to schedule sustainability presentations
- b. Develop and modify presentations, keeping them timely and relevant
- c. Conduct presentations for campus community members (students and employees)
- d. Disseminate and collect post presentation survey data

2. Education Module

- a. Assist with development of Sustainability Education Module, which will include sustainability curriculum relating to various sustainability topics

3. Orientation

- a. Assist with integrating sustainability into employee welcome program/ orientation.
- b. Assist with integrating sustainability into student program orientations (Ole Weekend, graduate program orientations, international student presentations, etc.)
- c. Collaborate with Outdoor Adventures and University of Ministry to integrate sustainability in Pre-Ole Programs
- d. Develop content for sustainability-related orientation materials and activities (e.g. presentations, signage, flyers, sustainability campus tours, etc.)

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