Description: Created in the fall of 2011, the Office of Sustainability at the College of Charleston is comprised of undergraduate and graduate interns working under the direction of full time office staff. The purpose and vision of this Office is:

*To generate and apply knowledge through holistic praxis to create sustainable solutions that transform society by rethinking, redesigning and restoring integrated systems.*

The Office of Sustainability is looking for motivated and dedicated students for internships during the 2015 summer and fall semesters. Both paid and unpaid internships are available for undergraduate and graduate students. Recent graduates will be considered for the summer session. When applying, please specify whether you would like to be considered for the summer, fall, or both semesters.

As our projects are student driven initiatives, applicants must be self-motivated, organized, and have a passion for sustainability. A portion of the internship will include intern personal development, and professionalism and leadership training. While some of the positions may be working on pre-determined projects, the Office of Sustainability promotes creativity and collaboration and any new initiative will be considered for implementation.

Responsibilities:

This position requires working with campus associates as well as other community members to further building and strengthening our relationship with the community of Charleston.

- **Summer Semester:**
  The Office of Sustainability is offering full and part time positions during the summer semester, with opportunities for both paid and unpaid internships, depending upon knowledge and experience. Full time internships require 30 hours per week. Part time commitments are flexible and will range from 5-20 hours each week. Internship for academic credit will also be considered. The internship will last eight weeks beginning June 8th and ending July 31st. Specific projects for which interns are needed include Sustainable Greek (working with the Greek Life program), Orientation and New Student Outreach, Social Media and Marketing, Residence Life Programming, Campus Bike Share, Urban Garden, Zero Waste, and Energy. Additional project ideas will be considered, as well.

- **Fall Semester:**
  Fall internships will include paid, unpaid, volunteer/project rotation, and work for academic credit. This internship requires 12-15 hours (paid), 6-9 hours (unpaid), 3-6 hours (volunteer/project rotation) or 3-12 hours, depending on academic requirement. Specific projects for which interns are needed include Sustainable Greek (working with the Greek Life program), Orientation and New Student Outreach, Social Media and Marketing, Residence Life Programming, Campus Bike Share, Urban Garden, Zero Waste, and Energy. Additional project ideas will be considered, as well.

Qualifications:

The Office of Sustainability is looking for self-starting individuals with an ability to brainstorm creative solutions to current challenges facing our community. Potential candidates should be organized, hardworking, and detail oriented with the desire to be a change agent in society. Additionally, applicants
should desire to further the vision of the Office of Sustainability by implementing projects and ideas that will create a more sustainable CofC. Experience and knowledge in the field of sustainability is a plus, but not a prerequisite for this position. Preference will be given to those applicants demonstrating skills in leading experiments and project management.

Learning Objectives: Learning objectives for this internship include utilizing brainstorming, creativity, and collaboration to develop sustainable solutions, communicating with both peers and members of the campus and Charleston communities, developing/honing time management and multi-tasking skills, as well as building knowledge and understanding for not only the concept of sustainability, but the implementation of initiatives on campus. Additionally, students will be developing their leadership skills and ability to effectively lead a team. Professional development will also be an important aspect of the internship.

To Apply: Please send a resume with two professional references (contact information only, letters of recommendation are not required) and a letter of intent describing why you want to work for the Office, how your skills and experiences make you a good candidate for the position and what you wish to work on to Ashlyn Hochschild at acspilis@cofc.edu. In addition to your resume and letter of intent, we also ask all applicants to complete the Sustainability Internship Application as well.

The deadline for the application submission is Friday, April 10th at 5pm EST.

If you have any questions please do not hesitate to ask, and please visit our internship page on our Office website for more information: http://sustainability.cofc.edu/internships/index.php.