CofC Bike Share Program Lead Intern
Position Description

Overview
The CofC Bike Share Program Lead Intern is responsible for managing the College’s Bike Share Program in the Office of Sustainability (OoS) in partnership with the OoS’s Sustainable Transportation Manager and the Stern Center Information Desk Staff. Primary duties include managing the Bike Share Program, promoting alternative transportation through social media, and coordinating with other organizations to promote sustainable transportation modes throughout the City of Charleston.

Duties
The outlined duties may be amended as needed. The Bike Share Program Lead Intern will:

- Maintain and promote the College of Charleston’s Bike Share Program
  - Conduct routine maintenance and operations on the OoS fleet
  - Collaborate with the Sustainable Transportation Program Manager to track and summarize usage in a report format once a semester
  - Maintain relationship with the Stern Center Staff
  - Check and respond to the Bike Share email daily (Monday – Friday)
  - Organize and execute pop-up bike repair events (minimum of 3/semester)

- Promote responsible and safe cycling
  - Host or participate in outreach events including but not limited to:
    - Student Government Association (SGA) Bicycle Auction
    - Bicycle Maintenance Workshops

- Collaborate and raise awareness with local organizations that promote sustainable cycling practices and pedestrian/cyclist safety
  - Organizations include but are not limited to: Charleston Moves, Holy City Treks, CofC Bike Club, Ride Bikes, and the BCD Council on Governments
  - Examine Campus transportation-related infrastructure (e.g., availability of bicycle racks and pedestrian crossings) and make recommendations as needed

The CofC Bike Share Program Lead Intern is expected to become familiar with the associated systems, how they operate, and where points of possible change lie. Knowledge of basic bike maintenance, applicable Campus and City policies, and ongoing projects will be essential for success in this position. Ability and willingness to lift and move at least 40 lbs. is required. This position may oversee and mentor other interns.
In addition to the specific duties mentioned above, the CoC Bike Share Program Lead Intern will be required to complete the following* as part of the core Office of Sustainability Internship Program:

- Attend weekly meetings and mandatory Office events and trainings
- Enroll in the Sustainability Scholars Program
  - Complete pre- and post-sustainability literacy assessments
  - Volunteer for events outside assigned project/program (total of at least 4 hours)
  - Attend 1 workshop / semester
  - Participate in 1 OoS-sponsored field trip / semester
  - Attend mandatory Safe Zone Training
  - Attend 2 Office-sponsored events/semester (in addition to your core project/program)
  - Attend 1 professional development opportunity / semester
- Meet with Staff Advisor on a semi-monthly basis (2x/month)
  - Maintain a project journal
  - Set Internship goals and complete an Internship Checklist to monitor progress
  - Complete one self-assessment
  - Submit weekly updates to Staff Advisor
- Submit timesheets on a semimonthly basis
- Complete housekeeping duties on a bi-weekly basis
- Respond promptly to Office-related communications (within 48-hr window)
- Respond to the Internship Program Exit Survey

*Note: The time spent completing the above counts toward the Program’s hour requirements.

This position requires a minimum commitment of 1 semester and 12 hours per week during the academic year. Contract extensions are contingent upon performance evaluations and student interest. They will report to the Sustainable Transportation Program Manager and the Associate Director & Internship Coordinator.