Rotation Intern

Overview
The Rotation Intern explores the many facets of sustainability practices and programming at the College of Charleston by working with the Office of Sustainability (OoS) and Sustainability Literacy Teams on three different initiatives, projects, or programs over a four-week period. By doing so, the Intern learns about the intricacies of each while helping the respective Lead Intern achieve their project or program goals. This position is designed to help the Rotation Intern discover the aspect(s) of sustainability that pique their interest and provide direction for future sustainability-related activities.

Duties
The duties outlined below may be amended as needed. The Rotation Intern will:

- Work with Lead Interns from different initiatives, projects, and programs to gain exposure to an array of OoS activities through hands-on engagement
- Contribute to the success of different projects while discovering what sustainability means to them as individuals and as members of a greater community

The ideal candidate is open to learning about aspects of sustainability both in and out of their comfort zone. First year students are especially encouraged to apply to this position.

In addition to the specific duties mentioned above, the Rotation 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 8 hours per week during the academic year. Contract extensions are contingent upon performance evaluations and student interest. They will report to the Assistant Internship Coordinator.