Campus Sustainability Collaboration Lead Intern
Position Description

Overview
This position serves as the Campus Sustainability Collaboration Lead Intern for the Office of Sustainability (OoS) at the College of Charleston. The primary duties include, but are not limited to, acting as liaison between multiple sustainability-focused groups on campus, including the Sustainability Literacy Institute (SLI), Center for Civic Engagement (CCE), the Gender and Sexuality Equity Center (GSEC), Center for Disability Services (SNAP), and Multicultural Student Programs and Services (MSPS), and coordinating programming among these stakeholders. The Campus Sustainability Collaboration Lead Intern is expected to ensure that there is no avoidable overlap in sustainability-related campus programming.

Duties
The duties outlined below may be amended as needed. The Campus Sustainability Collaboration Lead Intern will:

- Lead the process of planning and implementing the monthly Meatless Mondays at Marty’s event by coordinating with the Sustainability Literacy Institute (SLI) and the organizing committee, including introducing the speaker and setting up the A/V technology
- Be responsible for collecting the attendee contact information during OoS-SLI co-sponsored events for assessment purposes
- Meet regularly with the OoS Media Team to coordinate event promotion
- Maintain regular contact with the SLI Administrative Assistant about upcoming events

In addition to the specific duties mentioned above, the Campus Sustainability Collaboration 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, including Orientation
- Maintain a project journal
- Set Internship goals, produce a project timeline, and complete an Internship Checklist to monitor progress
- Meet with Staff Advisor on a semimonthly basis (2x/month)
- Submit weekly updates to Staff Advisor
- Complete one self-assessment
- 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 academic year and 10 hours per week during the academic semester. Contract extensions are contingent upon performance evaluations and student interest. They will report to the SLI Student Engagement Fellow and the OoS Intern & Student Coordinator.