Green Office Certification Program Lead Intern
Position Description

Overview
The Green Office Certification Program Lead Intern is a new position in the Office of Sustainability (OoS) at the College of Charleston. The primary duties include, but are not limited to, devising and implementing a new campus-wide Green Office Certification Program to encourage sustainable practices across campus. This new program at the College entails environmental impact assessment tool design, program implementation, and program evaluation with the intended outcomes of minimizing negative environmental impacts, reducing operational costs through resource use reduction strategies, and assisting the Campus in reaching its waste diversion (zero waste) goals.

Duties
The specific duties outlined below may be amended as needed. The Green Office Certification Program Lead Intern will:

- Research Green Office Certification Programs to gain familiarity with their structures and rating systems
- Collect data on current practices by visiting offices and interviewing staff
- Prepare a Green Office Certification Program proposal, including the following elements:
  - Campus-wide and individual office needs and constraints
  - Assessment metrics (e.g., energy usage, waste diversion, purchasing, and water use)
  - College sustainability goals
  - Incentive structure
  - Audit protocols
  - Innovative solutions to enhance infrastructure and encourage sustainable behaviors

The Green Office Certification Program Lead Intern would be expected to become familiar with College systems and organizations. The candidate must be comfortable working independently and with offices on campus. Strong communication and coordination skills will be essential for success in this position. Tenacity, creative problem solving skills, and attention to detail are musts.

In addition to the specific duties mentioned above, the Green Certification Program Lead Intern will be required to complete the following as part of the core Office of Sustainability Internship Program:

- Attend weekly office meetings and other mandatory Office events
- Meet with staff advisor on semimonthly basis
- Maintain a project journal
- Produce a project timeline
- Complete two self-assessments
- Participate in an exit interview

This position requires a minimum commitment of 1 semester and 15 hours per week during the academic semester. Contract extensions are contingent upon performance evaluations and student interest. They will report to the Internship and Student Coordinator.