Rotation Intern

Overview
The Rotation Intern explores the many aspects of the Office of Sustainability (OoS) by working with OoS Team members involved with three different initiatives, projects, or programs over a four-week period. By doing so, this intern learns the many facets of each while helping the respective Lead Intern achieve his/her 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, 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 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 Sustainable Transportation Program Manager and the Intern & Student Coordinator.