Sustainability Week Student Committee Chair
Position Description

Overview
This position serves as the Sustainability Week Student Committee Chair in the Office of Sustainability (OoS) at the College of Charleston (CofC). The primary duties include, but are not limited to, leading a committee with external and internal members, scheduling events, and securing all of the logistical details of Sustainability Week (SW). These initiatives require a professional presence and collaboration across Office teams. This Intern should be exemplary in organization, planning, scheduling, professional communication, and public outreach.

Duties
The duties outlined below may be amended as needed. The Sustainability Week Student Committee Chair will:

- Recruit approximately 8 students for the Sustainability Week Student Committee, composed of half internal and half external members of the OoS
- Organize bi-weekly meetings for the committee to discuss preliminary ideas for SW and solicit student input
- Open and advertise SW event proposals to students, faculty, staff and the community
- Review event proposals with Committee Members and provide feedback to applicants when necessary with the ultimate goal of accepting high quality proposals
- Promote SW events to CofC students, faculty, and staff to encourage attendance
- Meet regularly with the OoS Media Team and coordinate with Zero Waste Team
- Support Staff and fellow Interns as needed in carrying out SW events

In addition to the specific duties mentioned above, the Sustainability Week Student Committee Chair 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 12 hours per week during the academic semester. Contract extensions are contingent upon performance evaluations and student interest. They will report to their assigned OoS Staff Advisor and the Intern & Student Coordinator.