Sustainable Greek Program Lead Intern
Position Description

Overview
This position serves as The Office of Sustainability's primary liaison with the Office of Fraternity and Sorority Life at the College of Charleston. Primary duties include integrating and applying sustainable practices within Greek Life to better the College of Charleston community.

Duties
The duties outlined below may be amended as needed. The Sustainable Greek Program Lead Intern will:

- Maintain and promote the Sustainable Greek Chair Program
  - Recruit and retain talented and committed Chapter representatives or “Chairs”
  - Host periodic meetings with chair members in order to:
    - Promote sustainability practices through education and interaction to enable Chairs to promote sustainability within their respective chapters
    - Explore and serve the region through field trips and community service
- Track and determine points earned by Greek Life Chapters throughout the academic year in order to bestow the “Most Sustainable Chapter” Borelli Award
- Collaborate with other sustainability leaders in the community to share experiences
- Maintain and update the CofC Sustainable Greek Initiative Facebook and Instagram page
- Meet regularly with the assigned Staff Advisor and Intern & Student Coordinator to assist in the future direction of the Sustainable Greek Program
- Participate in a Mandatory Work Day and encourage the Greek Chairs to join

Knowledge of Campus and Greek Life processes and ongoing projects will be essential for success in this position. To be eligible for this position, an applicant must be a current active member of Greek Life at the College of Charleston.

In addition to the specific duties mentioned above, the Sustainable Greek Program 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 semester and 8 hours per week during the academic semester. Contract extensions are contingent upon performance evaluations and student interest. They will report to the Sustainable Transportation Program Manager and the Internship and Student Coordinator.