Sustainable Transportation Community Initiatives Lead Intern

Position Description

Overview
This position serves as The Office of Sustainability’s primary student representative on all issues related to transportation both on and off campus. Primary duties include coordinating with other organizations to promote sustainable transportation throughout the Berkeley-Charleston-Dorchester region and educating community members on alternative modes of transportation.

Duties
The duties below may be amended as needed. The Sustainable Transportation Community Initiatives Lead will:

- Collaborate and maintain awareness with local organizations that promote sustainable transportation options and pedestrian/cyclist safety
  - Organizations including but not limited to Holy City Treks, Charleston Moves, Ride Bikes, and the BCD Council on Governments
  - Examine Campus transportation-related infrastructure, such as availability of bicycle racks and pedestrian crossings, and make recommendations as needed
  - Create and maintain a working relationship with the City of Charleston’s Department of Urban Planning as related to ongoing transportation initiatives
- Promote responsible and safe transportation options
  - Host or participate in outreach events including but not limited to bicycle maintenance workshops and public meetings related to transportation
  - Host Fix-It-Fridays every Friday in Cougar Mall
- Assist with the promotion of the College of Charleston’s Bike Share Program when needed
- Assist the Sustainable Transportation Manager with a transportation-focused event during Sustainability Week
- Meet regularly with the Sustainable Transportation Manager to assist in developing the future direction of the Sustainable Transportation Community Initiatives

The Sustainable Transportation Community Initiatives Program Lead is expected to become familiar with the associated systems, how they operate, and where points of possible change lie. Knowledge of applicable Campus and City policies and ongoing projects will be essential for success in this position. Ability and willingness to lift and move at least 40 lbs. is required.

In addition to the specific duties mentioned above, the Sustainable Transportation Community Initiatives 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

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*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 Intern & Student Coordinator.