Synergies & Web Design Intern
Position Description

Overview
The Synergies & Web Design Intern is responsible for curating and updating content for Synergies, the Office of Sustainability’s (OoS) online digital platform, and the Office’s other 3 websites. This position involves a high degree of collaboration and strong communication skills. Primary duties include designing, maintaining, and promoting the Office’s web-based image through coordination with other members of the Office’s Media Team and the entire OoS Team.

Duties
The duties outlined below may be amended as needed. The Synergies & Web Design Intern will:

• Maintain and update Office of Sustainability websites, including:
  o sustainability.cofc.edu
  o bike.cofc.edu
  o zerowaste.cofc.edu
  o synergies.cofc.edu
• Regularly meet and collaborate with other project/program leads in order to promote their programming and events on the above websites
• Coordinate with other members of the Office of Sustainability’s Media Team in order to promote a cohesive and positive public image
• Meet regularly with the Intern & Student Coordinator and Staff Advisor to assist in making responsible decisions regarding Office of Sustainability online presence

The Synergies & Web Design Intern is expected to become familiar with the associated systems, how they operate, and where points of possible change lie. Knowledge of the College of Charleston’s IT-related programming, resources, and ongoing projects will be essential for success in this position. Candidates with a working knowledge of WordPress are strongly encouraged to apply.

In addition to the specific duties mentioned above, the Synergies & Web Design 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 10 hours per week during the academic year. Contract extensions are contingent upon performance evaluations and student interest. They will report to the Media Manager and the Intern & Student Coordinator.