Zero Waste Infrastructure Lead Intern
Position Description

Overview
This position serves as a support role for the Zero Waste Program Manager in the Office of Sustainability (OoS). Primary duties include, but are not limited to, implementing/assessing the functionality and design of the Zero Waste Program infrastructure initiatives and collaboration with other interns and organizations around campus to promote these initiatives, including the TerraCycle Recycling Program.

Duties
The duties outlined below may be amended as needed. The Zero Waste Infrastructure Lead Intern will:

- Implement Zero Waste initiatives and infrastructural changes by:
  - Maintaining existing Zero Waste infrastructure through regular assessments and counts of bins and signage
  - Providing Zero Waste training sessions to groups across campus
  - Periodically collecting and disposing of specialty recycling
- Collaborate with the Media Team to promote TerraCycle around campus
- Coordinate with the Sustainable Greek Program Intern to encourage their involvement with the TerraCycle Recycling Program
- Identify and help resolve problems areas through empirically-driven assessments of the effectiveness of current Zero Waste infrastructure. These assessments include but are not limited to:
  - Waste audits
  - Surveys
  - Pilot Studies
- Assist in other Zero Waste events and initiatives
- Meet regularly with the Zero Waste Program Manager to assist in determining the appropriate direction of the Zero Waste Program

The Zero Waste Infrastructure Intern will receive training in the disposal systems on and off campus and gain a thorough knowledge of Zero Waste operations and event planning. Knowledge of proper disposal for many different materials will be essential for success in this position. This intern must exercise independent and responsible decision-making, work collaboratively with fellow interns, and effectively communicate with other departments and organizations. They must also possess the ability and willingness to life and move and least 30 lbs, work some weekends and nights, and obtain College of Charleston golf cart certification. [continued on page 2]
In addition to the specific duties mentioned above, the Zero Waste Infrastructure 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 15 hours per week during the academic year. Contract extensions are contingent upon performance evaluations and student interest. They will report to the Zero Waste Manager and the Intern & Student Coordinator.