Zero Waste Residence Life (ResLife) Lead Intern
Position Description

Overview
This position serves as a support role for the Zero Waste Program Manager in the Office of Sustainability at the College of Charleston. Primary duties include, but are not limited to, developing, implementing, and evaluating a personal recycling bin check out system in residence halls, educating on proper recycling in residence halls, and collaborating with multiple departments involved with residence hall management.

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

- Develop and implement a personal bin check out system in residence halls
- Maintain and evaluate the efficiency of the system and make changes as needed
- Collaborate with Residence Life, Housing, and Physical Plant on how to educate both students and RA’s on proper recycling within residence halls
- Assist with 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 ResLife Lead Intern will receive training in the disposal systems on and off campus, the maintenance of residence halls, and gain a thorough knowledge of zero waste operations. 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 lift and move at least 30 lbs and work some weekends and nights.

In addition to the specific duties mentioned above, the Zero Waste ResLife Lead Intern will:

- 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 year. Contract extensions are contingent upon performance evaluations and student interest. They will report to the Zero Waste Program Manager and the Intern & Student Coordinator.