UNIVERSITY OF RICHMOND
STUDENT EMPLOYMENT
JOB DESCRIPTION
2015-2016

JOB TITLE: Climate Action Planning Intern

DEPARTMENT: Sustainability

ADDRESS: Puryear 114    TELEPHONE: 804-287-1268

SUPERVISOR: Director of Sustainability

JOB SUMMARY: Working directly with the University Engineer and the Director of Sustainability, the Climate Action Planning Intern will complete the greenhouse gas emissions inventory for the campus during the fall semester and support other climate action planning initiatives during the spring semester.

SPECIFIC DUTIES:
- Assist the Director of Sustainability in setting program goals for the 2015-16 academic year.
- Assist the Director of Sustainability in assessing the effectiveness of climate action planning strategies and develop and implement improvement strategies where needed.
- Complete the greenhouse gas inventory for UR with the support of the Director of Sustainability and the University Engineer.
- Complete additional climate action planning projects as identified with the Director of Sustainability.
- Communicate progress with the Sustainability Working Group.
- Research of UR and peer institution practices to ensure UR programs are operating on the cutting edge of sustainability.
- Conduct interviews with campus and community stakeholders to help assess the effectiveness of programs.
- Assist in development of educational materials and events relating to your project.

QUALIFICATIONS:
- Must be a currently enrolled student at the University of Richmond.
- Strong interest in sustainability.
- Comfortable with public speaking.
- Must be able to exercise independent decision-making.
- Must be dependable, creative and able to handle shifting priorities.

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