JOB TITLE: Sustainability Programs Intern

DEPARTMENT: Sustainability

ADDRESS: Puryear 114  TELEPHONE: 804-287-1268

SUPERVISOR: Director of Sustainability

JOB SUMMARY: The Sustainability Programs Intern is responsible for supporting important programs, including the Office Supply Exchange, the Green Office Program, and events. In collaboration with the Director of Sustainability and other interns, this position will ensure programs are running smoothly and develop, implement and evaluate program improvements.

SPECIFIC DUTIES:
- Assist the Director of Sustainability in setting program goals for the 2015-2016 academic year.
- Assist the Director of Sustainability in assessing the effectiveness of current sustainability program strategies and develop and implement improvement strategies where needed.
- 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 related to assigned programs.
- Independently manage the Office Supply Exchange and several spreadsheet databases related to sustainability events and activities.

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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