

## Sustainability Assistant Internship

The Student Intern in the Office of Campus Sustainability will assist with a variety of projects, initiatives, programs, and activities all geared towards furthering the immediate and future needs of the office and overall sustainability at BGSU.

Reporting to the Sustainability Manager, the specific intern responsibilities involved include but are not limited to:

- Monitoring, enhancing, updating, and keeping current the Office of Campus Sustainability website and links to reflect current status of the office and sustainability opportunities/accomplishments across campus; in this capacity the intern may be interacting with the Office of Marketing & Brand Strategy on a regular basis to obtain/exchange info;
- Acting as assistant to Sustainability Manager in connection with various energy and waste reduction tasks resulting from the Climate Action Plan goal of carbon neutrality;
- Assisting in a variety of other projects to further the marketing, information-sharing and promotion of the Office of Campus Sustainability, including maintaining/enhancing sustainability displays and presentations at various preview days and other events;
- Working/coordinating with other sustainability interns (in the areas of Green Game Day, Friday Night Lights, WYMO, Campus Sustainability Week, Earth Month, etc...) to enhance those programs and promote them to students at BGSU;
- Coordinating/facilitating sustainability related service opportunities and activities utilizing the BGSUServes platform;
- Coordinating/interacting with student organization efforts in sustainability across campus, including proposals to the Student Green Initiatives Fund and those activities/initiatives proposed by groups such as residence hall councils, USG, and other organizations;
- Promotion of waste reduction and recycling education campaigns, such as Campus Race to Zero Waste and designing/revising/posting "The Recycler" series of passive educational posters at recycling stations across campus;
- Periodically attending and participating in meetings with other staff and administrators;
- Such other duties and responsibilities might arise, or as might be agreed upon to further sustainability at BGSU;

This is a paid internship. Position will begin late August and run throughout the academic year.

There is the potential for summer employment as well. Ideally, interns for Fall Semester will start in May and work over the summer. This position may also fulfill academic requirements for internships.

The expected work schedule would be approximately 15 hours a week; however, this is flexible and subject to the needs/objectives of the intern and office. While the internship is for one academic year, extension into the following year is an option given the mutual interest of the intern and the Office of Campus Sustainability.

Must be able to qualify as driver of university vehicles. To apply, complete application online through the Career Center's "Handshake" system. To access Handshake, go to MyBGSU > Career Center > Handshake > search "BGSU Campus Sustainability". Be sure to attach your resumé and cover letter with your Handshake application.

Must qualify as a driver of university vehicles. Questions can be directed to: [greenbg@bgsu.edu](mailto:greenbg@bgsu.edu)