

Sustainability Assistant Internship

The Student Intern in the Office of Campus Sustainability will work on a variety of projects, initiatives, programs, and activities all geared towards furthering the immediate and future needs of the office.

Specific intern responsibilities involved include:

- 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 & Communications on a regular basis to obtain/exchange information;
- Acting as assistant to Sustainability Coordinator in connection with various tasks resulting from the Climate Action Plan;
- 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, etc.) to enhance those programs and promote them to students at BGSU;
- Coordinating green service opportunities and activities;
- 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 RecycleMania and posting/revising "The Recycler" series of passive educational posters at recycling stations across campus;
- Periodically attending and participating in meetings with high-level administrators;
- Occasionally work outside normal business hours
- Such other duties and responsibilities as might arise, or as might be agreed upon to further sustainability at BGSU.

This is a paid internship. This position begins with the fall semester, 2018 and goes through the academic year 2018-19. However, there is flexibility with an earlier start date. The intern is expected to work approximately 15-20 hours a week, however this is flexible and subject to the needs/objectives of the intern and office. While the internship is for one 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. Must be able to drive standard shift vehicle or commit to learning within a month of employment.

To apply, email resume and cover letter to campusopsstudemp@bgsu.edu before 5pm February 15th. For any questions, please contact Dr. Nick Hennessy, Sustainability Coordinator in the Office of Campus Sustainability, at greenbg@bgsu.edu.