

SUSTAINABILITY INTERN

Skidmore Sustainability Office



Location: Skidmore College

Term: Fall 2023

Compensation: \$12.75/hour, 6 hours/week

Description

The Skidmore Sustainability Office is seeking two Interns to support office operations and lead a variety of campus-based projects. Each intern will be assigned independent projects throughout the semester. Interns will collaborate on all-staff campus and outreach events, such as food waste audits, energy efficiency programs, October Sustainability Month, Big Green Scream, April Earth Month, zero-waste events, and more. A strong candidate will be very organized, accountable, communicative, and detail-oriented. This position has the opportunity to renew semester-to-semester.

At the start of the semester, Sustainability Interns will be presented with Sustainability Office 2015-25 campus goals, operations, and programs to ensure they are experts on campus sustainability and well versed in Skidmore's efforts and pathways forward around energy, food, waste, lands and grounds, and engagement goals. This background is essential foundational information to make our student team members effective community leaders and project managers.

Responsibilities

- Participate in orientation training to ensure a thorough and complete understanding of campus sustainability;
- Coordinate closely with the Skidmore Sustainability Office staff to address a variety of campus-based projects;
- Support Skidmore Sustainability Office staff with various weekly tasks, including record collection, data entry, campus tabling, and more;
- Work independently to meet weekly project milestones;
- Maintain consistent communication with Sustainability Office staff and fellow student staff, through email and Slack;
- Meet weekly with Skidmore Sustainability Office Staff to address project needs, questions, and future steps.

Requirements:

- **Submission of interest letter, resume, and contact information for two references (No written recommendation required, at least one reference should be Skidmore faculty/staff)**
- Ability to work independently and while meeting consistent milestones;
- Ability to collaborate with campus partners, student groups, and campus clubs;
- Ability to adapt quickly to program needs.

Applications are currently being accepted and reviewed.

Please submit application material to:

sustainability@skidmore.edu