

SUSTAINABILITY INTERN

Skidmore Sustainability Office



Location: Skidmore College

Term: Spring 2022

Compensation: \$11.80/hour, 5 hours/week

Description

The Skidmore Sustainability Office is seeking 2 Interns to join the team of 5 total self-directed, motivated students to support office operations and lead a variety of campus-based projects. In addition to assisting Sustainability staff with various office duties, each intern will be assigned longer-term independent projects throughout the semester. A list of possible independent projects can be found below. The team of interns will also collaborate through the year to support campus events and outreach efforts, such as food waste audits, Skidmore Unplugged, New York Campus Crunch, Big Green Scream, Earth Week, and more. A strong candidate will be very organized, accountable, communicative, and detail-oriented.

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.

Possible Spring 2022 independent projects include:

- Sustainable food inventory: log and categorize food purchases to calculate Skidmore's sustainable food percentage
- Spa waste study: coordinate waste audit of Spa operations and provide solutions to decrease overall waste generation or diversion
- Compost pilot: organize pilot for compost collection in a ResHall, communicate with campus partners, and generate report with recommendations for instituting composting in ResHalls
- Transportation study: collaborate with Education and Social Work Department to inventory and understand transportation needs for students and explore options to meet those needs
- Food waste communication in DHall: generate clear and communicative signage about composting process and efforts both for visitors and staff

Duties

- 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 while meeting weekly project milestones;
- Maintain consistent communication with sustainability staff and intern team;
- Meet consistently with Skidmore Sustainability Office Staff to address project needs, questions, and future steps;
- Report project updates to regular meetings with the Sustainability Intern Team.

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)**
 - Applicants should rank their top preferred projects #1 to 3 in the application materials and reference relevant qualifications;
- 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 on a rolling basis. Zoom interviews will begin Dec 2 and will be conducted on a rolling basis until positions are filled.

Please submit application material to:

sustainability@skidmore.edu