Title: Sustainability Intern

Details:
Department: Athletics, Business Advancement, Business and Finance
Hours: 15+ weekly during the academic term, 36+ weekly during summer term
Location: E114 Fawcett Center
Pay: $8.50-9.50 per hour, based on experience
Openings: 1
Start Date: January 9th 2017

Description:
The Sustainability Intern reports to the Sustainability Coordinator for Athletics, Business Advancement, and Business and Finance. The focus of this position is to assist with data collection and project implementation that will move departments toward the University Sustainability Goals.

Assist with the following tasks:

- 50% Conduct cost benefit analysis on both assigned and self-identified projects, working professionally with both internal and external stakeholders.
- 25% Assist with materials management infrastructure audits, updates, and zero waste events.
- 10% Research best practices for sustainability at universities and other relevant settings.
- 5% Develop and provide training for staff, clients, guests, students, and visitors as needed.
- 10% Other administrative tasks as assigned.

Desired Qualifications:

- Enrolled full-time at The Ohio State University at least two (2) semesters per year, in good academic standing (at least a 2.0 GPA) in a related major or field.
- Students requiring ENR 4191 are encouraged to apply.
- Interest in sustainability demonstrated by area of study, participation in student organizations, community service or other similar activities.
- Experience coordinating, organizing, and implementing projects, programs and events.
- Strong personal organizational skills with ability to handle multiple tasks in a team environment and to work independently and be detail oriented.
- Experience in using computers; knowledge of Microsoft Office suite (Word, Power Point, and Excel); experience with internet use; ability to learn new software packages.
• Excellent written and oral communication skills and ability to use various modern media tools.
• Experience using problem-solving skills and ability to remain calm and professional under pressure.

Application Instructions:

Provide a resume and cover letter to:
Email: oberly.7@osu.edu
Deadline to apply: November 16th 2016 at 5:00PM