2022-2023 Sustainable Stanford Internship Position Description

**Position Title:** Campus Engagement Intern

**Campus Department – Department Division/Office:** Office of Sustainability - Sustainability and Energy Management (SEM)

**Position Supervisor:** Cara Uy-Segal

**Work Hours/ Duration:** Average of 6-10 hours a week and the internship length is for at least one academic year

**Compensation:** Starting at $18.00/hour

**Position Description:**

Internships within the Sustainability and Energy Department advance Stanford University’s commitment to operate its campus as a living laboratory for solutions by facilitating connections between sustainability stakeholders across the university and beyond. All student interns contribute to Sustainable Stanford, the university-wide effort to reduce our environmental impact, preserve resources, and lead sustainability by example across its three pillars - environment, economy, and equity.

The Campus Engagement Intern focuses on engaging faculty, staff, and students through the My Cardinal Green platform, in-person events like during Earth Week or tabling, and complementary digital outreach communications (e.g. newsletter). This position is responsible for developing activity ideas, gathering related supplies, and coordinating logistics for the Office of Sustainability team to participate in campus events. The role also contributes to the maintenance and evaluation of existing programs, platforms, and activities, as well as the implementation of recommendations. For example, this position is the lead on coordinating and improving the ongoing efforts for the [My Cardinal Green platform](#). This position will collaborate closely with other interns and staff to determine outreach strategies and other engagement needs for specific events and initiatives like at sporting events, tours of the Central Energy Facility, or collaborations with the Stanford Doerr School for Sustainability.

**Qualifications:**

- Detail-oriented and a strong self-starter, able to follow tasks through to completion
- Must be an excellent communicator, personable, and approachable
- Must have strong writing and copy-editing skills
- Willingness to learn new digital platforms and softwares (e.g. Mailchimp)
Opportunities and Benefits:

- Flexible work options - Scheduled work hours are flexible. This position coordinates events so attendance is required in person. Work meetings can take place in-person or over Zoom.
- Professional development - Acquire new skills, learn about how an organization and workplace function, gain leadership experience through taking ownership of projects, room to pursue projects of interest within job role and the Office of Sustainability’s mission (e.g. encouraging sustainable behavior change or using campus as a living lab)
- Community - Join a team of sustainability-minded students and staff who are passionate about integrating and modeling sustainability in all aspects of campus life
- Networking - Make professional connections with leaders and experts in various fields/industries through collaborative work within the larger division and with partner organizations across campus

To Apply:

Students of all majors, interests, and backgrounds are encouraged to apply. Both undergrads and graduate students are welcome.

Please provide a resume and cover letter stating your interest and experience through this Google Form: https://bit.ly/3MaZtXI.