2022-2023 Sustainable Stanford Internship Position Description

**Position Title:** Green Labs Intern

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

**Position Supervisor:** Cara Uy-Segal

**Work Hours/ Duration:** Average of 5-10 hours a week and the internship length is for at least one academic year

**Compensation:** Dependent on experience. 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.

Stanford’s Cardinal Green Labs program, launched in Spring of 2015, provides resources and programs specifically tailored for Stanford’s laboratories to help them run as sustainably as possible. The Green Labs Intern will be responsible for analyzing and carrying out opportunities for sustainable behavior in campus labs. Specific duties include planning, advertising, and implementing bi-annual lab share events to encourage resource sharing on campus, supporting waste bin infrastructure changes, coordinating and communicating with lab staff and students, assisting with lab-focused reduction or recycling programs (such as the Kimberly Clark nitrile glove recycling program), and analyzing event lab share and other relevant metrics. Opportunities to work on customized projects may also be available throughout the year.

**Qualifications:**

- Strong familiarity with lab equipment and operations is highly encouraged, as well experience working in a research laboratory with fume hoods
- Detail-oriented and a strong self-starter, able to follow tasks through to completion
- Proficient with Microsoft Excel
Excellent communication skills

**Opportunities and Benefits:**

- Work with laboratory occupants and staff across the university, including researchers, lab managers, faculty, operations staff, etc.
- Make a direct impact on reducing laboratory resource consumption at Stanford
- Flexible work options - Scheduled work hours are flexible. Work will be conducted in-person including campus events but a few meetings can be 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).