Position Title: STARS Intern  
Campus Department –Department Division/Office: Office of Sustainability
Position Supervisor: Melissa Maigler 
Position Length: 5-10 hours a week 
Salary: Hourly salary at a rate of $18/hr

Position Description:
The Office of Sustainability is seeking an intern to support Stanford University’s 2022 submission to the Sustainability Tracking, Assessment, and Rating (STARS) program through the Association for the Advancement of Sustainability in Higher Education (AASHE). This Sustainable Stanford intern will be responsible for supporting data tracking and analysis, as well as leading the process for some of the credits that require the most time and attention. These credits primarily fall under the Academics and Engagement categories, as well as Food & Dining.

Examples of support an intern would assist with are compiling an inventory of all academic courses related to sustainability and associated departments, compiling all research being conducted related to sustainability and associated departments, and compiling all degree programs and associated departments that have learning outcomes related to sustainability. Another example of analysis an intern may support is analyzing sustainably and ethically purchased food data from Stanford’s Residential & Dining Enterprises division.

Qualifications:
- Basic proficiency in analyzing data in Excel
- Self-motivated and able to work independently
- Strong communication skills
- Able to commit the required weekly 5-10 hours
- Students of all majors, interests, and backgrounds are encouraged to apply. Both undergrads and graduate students are welcome.

To Apply:
Please provide a resume and cover letter stating your interest and experience by email to mm2006@stanford.edu. Managers will coordinate interviews directly with each candidate over the summer.