Description: Created in the fall of 2011, the Office of Sustainability at the College of Charleston is comprised of undergraduate and graduate interns working under the direction of full time office staff. The purpose and vision of this Office is:

*To generate and apply knowledge through holistic praxis to create sustainable solutions that transform society by rethinking, redesigning and restoring integrated systems.*

The Office of Sustainability is looking for motivated and dedicated students for internships during the 2016 spring semester. Paid, unpaid, for academic credit, and project rotation internships are available for undergraduate and graduate students.

As our projects are student driven initiatives, applicants must be self-motivated, organized, and have a passion for sustainability. A portion of the internship will include intern personal development, and professionalism and leadership training. While some of the positions may be working on pre-determined projects, the Office of Sustainability promotes creativity and collaboration and any new initiative will be considered for implementation.

Responsibilities:

This position requires working with campus associates as well as other community members to further building and strengthening our relationship with the community of Charleston.

- **Spring Semester:**
  Spring internships will include unpaid, project rotation, and work for academic credit. This internship requires 10-15 hours (paid), 6-9 hours (unpaid), 3-5 hours (project rotation), or 3-12 hours, depending on academic requirement. Specific projects for which interns are needed include Sustainable Greek Chair Initiative, Events and Student Outreach, Zero Waste, and Sustainable Transportation. Additional project ideas will be considered, as well. In addition to sustainability projects, the Office of Sustainability is also specifically looking for students with experience in web content design, data management, and graphic design.

Qualifications:

The Office of Sustainability is looking for self--starting individuals with an ability to brainstorm creative solutions to current challenges facing our community. Potential candidates should be organized, hardworking, and detail oriented with the desire to be a change agent in society. Additionally, applicants should desire to further the vision of the Office of Sustainability by implementing projects and ideas that will create a more sustainable CoC. Experience and knowledge in the field of sustainability is a plus, but not a prerequisite for this position. Preference will be given to those applicants demonstrating skills in leading experiments and project management.

Learning Objectives: Learning objectives for this internship including utilizing brainstorming, creativity, and collaboration to develop sustainable solutions; communicating with both peers and members of the campus and Charleston communities; developing/honing time management and multi--tasking skills; as well as building knowledge and understanding for not only the concept of sustainability, but the implementation of initiatives on campus. Additionally, students will be developing their leadership skills and ability to effectively lead a team. Professional development will also be an important aspect of the internship.
To Apply: The following are required to apply for a spring 2016 internship:

- An application packet sent to Ashlyn Hochschild at acspilis@cofc.edu that includes:
  - A resume with two professional references (contact information only, letters of recommendation are not required)
  - A letter of intent describing why you want to work for the Office, how your skills and experiences make you a good candidate for the position and what you wish to work on during your time at the Office.
- Completion of the online application [here](https://docs.google.com/forms/d/1xU9QnhmfAyxOTbqGnyYKxsdZZDSaAtXAtPwdCXSPaWo/viewform)

The deadline for application submission is **Thursday, December 3rd at 5pm**.

If you have any questions please do not hesitate to ask, and please visit our internship page on our Office website for more information: [http://sustainability.cofc.edu/internships/index.php](http://sustainability.cofc.edu/internships/index.php). Information on current initiatives can be found at: [http://sustainability.cofc.edu/initiatives/index.php](http://sustainability.cofc.edu/initiatives/index.php).