

Office of Sustainability - Student Internship

Job Title: Reuse Store Manager

Location: Office of Sustainability, Facilities & Operations; Connecticut Hall

Salary: \$15.00 per hour

Schedule: 6-12 hours per week

Start Date: Summer 2023

The Office of Sustainability is seeking a student worker to maintain and further advance sustainability projects at SCSU, specifically the campus “Swap Shop” and “Thrifty Owl.” These are resources for faculty/staff and students that operate like thrift stores but offer free items supplied by donations. This is a paid position but the Office of Sustainability welcomes academic credit interns and volunteers. These two programs require oversight, operation, and management of inventory--the workplace setting will include room 106 in TE8, inside the first floor game room of North Residence Hall, and possibly remote work. This position requires up to 12 hours per week split between the two locations with flexible dates that accommodate the student worker’s schedule.

Responsibilities:

- Independently staff the open hours of both the Swap Shop and the Thrifty Owl during predetermined operating days and times;
- Maintain an accurate inventory of items in both the Swap Shop and Thrifty Owl using an existing Google Sheets file;
- Maintain an organized display of inventory inside both the Swap Shop and Thrifty Owl including labeling shelves/items, bundling items, dividing items, and moving shelving;
- Receive donations at either site including weighing items, determining value through internet searches, judgment of quality/cleanliness, and relevance compared to existing inventory and demand;
- Greet students, faculty, and staff at either location and answer questions regarding this program and the Office of Sustainability;
- Track the removal of items, their weights, and the department or student who received the items;
- Enforce any predetermined limits/restrictions regarding quantity of items as they are removed;
- Create signage to convey the operating hours of the Swap Shop and Thrifty Owl;
- Communicate operating hours to the ICM department and successfully promote the Swap Shop and Thrifty Owl to students, faculty, and staff.

Qualifications:

- Must be able to work independently and as a team with other interns and volunteers;
- Professional interest in environmental education, community engagement, or leadership;
- Available to work a minimum of 3 days per week for a total of at least 6 hours;
- Must be reliable, organized and have communication skills;
- Must be able to lift 25lbs.

Preferred Skills

- Proficient in Google Sheets, Google Drive, and Microsoft Outlook;
- Experience in a retail workplace;
- Experience with data analysis;
- Experience creating events using OwlConnect

Interested applicants should submit a copy of their **resume** and **cover letter** to Heather Stearns at (stearnsh1@southernct.edu) with “Food Recovery Intern” in the subject line. Applications will be accepted until the positions are filled.