

## Office of Sustainability - Student Internship

**Job Title:** Student Worker

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

**Salary:** \$15.69 per hour

**Schedule:** 10-12 hours per week

**Start Date:** January 2024

The Office of Sustainability (OS) is seeking a student worker to support and participate in existing student-led sustainability projects at SCSU, and to support OS administrative tasks within the office in Facilities and Operations. Projects include the campus “Swap Shop”(SS) and “Thrifty Owl” (TO), Move-Out donations, Food Recovery, and the campus Community Garden. This is a paid position but the Office of Sustainability welcomes academic credit interns and thesis/capstone projects. The workplace setting depends on the project and may include room 106 in TE8, the first floor game room of North Residence Hall, Connecticut Hall, the Campus Community Garden (outdoors), and Facilities Operations Building. This required 10-12 hours per week may be split between the locations with flexible dates that accommodate the student worker’s schedule.

### Responsibilities:

- Create, print, and laminate signage as requested by OS staff;
- Respond to, forward, and categorize incoming office emails and inquiries;
- Create, post, and share content on OS social media;
- Independently staff the open hours of both the SS and TO during operating days and times;
  - Maintain an accurate inventory of items using an existing Google Sheets file;
  - Maintain an organized display of inventory;
  - Receive donations, weigh items, determining value and need, and add items to inventory;
  - Track the removal of items, their weights, and the department or student who received the items;
- Interact with students, faculty, and staff and answer questions regarding programs and the OS;
- Recover food from Conn Hall or retail locations (Adanti Student Center and Bagel Wagon);
  - Package, weigh, and check temperature of food; record metrics, and deliver food to nearby receiving sites;
- Assist the Garden Manager with tasks related to the growing, maintenance, and harvesting of produce at the Campus Community Garden;
  - Greet volunteers and groups visiting the garden to describe this project and offer pathways for involvement;
- Staff tabling events to promote OS programs and collaborative or volunteer pathways;
- Participate in nearby events related to OS partner organizations including site visits, invasive plant removal, litter clean-ups, water quality sampling, and gardening;

### Qualifications/Requirements:

- Must be enrolled at SCSU as an undergraduate or graduate student;
- Must be able to work independently as a reliable part of a team consisting of staff, interns, and volunteers;
- Professional interest in environmental education, conservation, recreation, community engagement, food systems, food justice, public health, leadership, or related/overlapping sectors;
- Available to work a minimum of 2 days per week for a total of at least 10 hours;
- Must be reliable, organized and have reliable communication skills;
- Must be able to climb stairs and lift 25 lbs.
- Valid US driver’s license with a clean driving record;

### Preferred Skills:

- Proficient in Google Sheets, Google Drive, and Microsoft Outlook;
- Experience in a retail or foodservice workplace;
- Experience with data analysis;
- Experience using Canva;
- Experience landscaping, gardening, or farming/gardening;
- Experience creating events using OwlConnect.

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