



Office of Sustainability

Campus Sustainability Internship

Fall 2024 – Spring 2025

Description

The Office of Sustainability is seeking qualified student interns to contribute to Loyola's campus sustainability programs. Sustainability reaches into many corners of the University and involves partnership building to set strategies and goals in creating a culture of sustainability through action. Interns will work in a team capacity (Student Sustainability Engagement team or Sustainable Materials Management team) with each other and staff to support data collection, conduct outreach, and have a leadership role with events and projects related to waste reduction, transportation, energy, and other campus sustainability initiatives.

Internship Teams

Student Sustainability Engagement Team

Duties and Responsibilities

- Work with partners across the university to plan, promote, and implement events and programs to educate and engage students in sustainability throughout the academic year (including during WelcomeWeek, TransportationWeek, EnergyWeek, FoodWeek, WasteWeek, WaterWeek and EarthWeek)
- Manage engagement programs around sustainability for LUC students and alumni
- Develop and distribute the SustainLoyola newsletter and other marketing materials for sustainability programs, initiatives, and events
- Identify and implement additional opportunities to engage students to increase awareness of environmental issues, increase participation in existing sustainability programs, and support a culture of sustainability at Loyola
- Lead your peers in creating sustainability change on campus

Sustainable Materials Management Team

Duties and Responsibilities

- Manage and grow Loyola's Zero Waste programs including Zero Waste Games, Compost Bucket Program, paper towel composting, Cycle & Recycle Center, and Think Green & Give
- Support waste diversion and engagement at select university events
- Support and attend sustainability programs and events
- Lead your peers in creating sustainability change on campus

Qualifications

- Motivated individual willing to engage peers and stakeholders to take action
- Ability to work collaboratively and professionally in team settings and work individually in an efficient manner as needed.
- Some specific desired skills aligned with each intern team including communication skills (web, e-newsletter, social media, public speaking, engagement), design skills, event planning, and physical material sorting
- Attention to detail



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Eligibility

- Full-time enrollment at any Loyola University Chicago Campus in 2024-2025.
- **Federal Work-Study eligible students are especially encouraged to apply.**

Terms and Compensation

- Scheduling is flexible and hours will be **10-15 hours per week**
- Compensation for this internship is **\$15.80/hour**
- Specific work schedule will be mutually agreed between interns and program manager
- Interns are expected to participate in a standing weekly team meeting in addition to project team meetings as needed

Application Instructions

Please apply by **12:00pm on Monday, April 15, 2024**. If no suitable applicants are identified, the deadline may be extended.

Selected candidates will have the option of starting **the week of August 12 or the week of August 26**.

Apply by sending **your resume/CV and a cover letter** describing your interest in the position including the contact information for two references to sustainability@luc.edu. Please indicate your **preferred intern team** in your cover letter. If you are interested in both intern teams, please provide a priority ranking of teams you are interested in.

If you have any questions or would like any clarification, please contact Megan Conway at mconway9@luc.edu.