



## **Campus Sustainability Assistant – Spring 2010**

**Summary:** Sustainability is the about meeting present needs without compromising the ability of future generations to meet their needs. Through this internship, the selected student will assist Suffolk's Campus Sustainability Coordinator with a range of environmental programs designed to raise awareness, engage with the Suffolk community and respond to its needs, and increase efficiency and reduce waste at Suffolk University. The internship is housed within Facilities Planning & Management.

**Campus Sustainability Background:** In the summer of 2006, Suffolk began an overhaul of its recycling program. Building on that initiative, the University now has a wide-range of environmental programs including energy efficiency; water conservation; sustainable design; and sustainable dining and purchasing, to name a few.

**Qualifications:** Reliable; organized; professional; self-starter; enthusiastic about environmental initiatives at Suffolk University; strong writing and presentation skills; general computer skills (Excel, Word, and internet research); attention to detail; and comfortable conducting outreach. Training will be provided.

**Timeframe:** January-May 2010, 8 hours per week; potential to continue in Summer 2010.

Main tasks to include:

### ***Education***

- Promote Suffolk's sustainability programs; staff informational tables and lead workshops
- Assist with event planning and event management
- Work effectively with student groups and University offices to advance campus environmental initiatives
- Assist with creating and distributing educational materials
- Research best practices regarding environmental issues and programs: local, national, and international
- Conduct market research such as surveys and focus groups to guide strategic planning

### ***Logistics***

- Update database to maintain accuracy
- Fulfill campus requests for recycling bins (must be able to carry 25 pounds)
- Observe recycling practices to guide educational outreach efforts
- Perform general office support

Interested candidates should provide a letter of interest, one-page resume, and an on-campus reference (with up-to-date contact information) to Campus Sustainability Coordinator Erica Mattison ([recycle@suffolk.edu](mailto:recycle@suffolk.edu)).

This is an unpaid position. Course credit may be arranged. If you have Work Study eligibility, this position may serve as a Work Study paid position.

**Deadline:** December 10, 2009.