Office of Sustainability

Campus Sustainability Internship

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 (Communications & Engagement team, Zero Waste team, or Data & Reporting 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

Communications and 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 Transportation Week, Energy Week, Food Week, Waste Week, Water Week, and Earth Week)
- Manage engagement programs around sustainability for LUC students and alumni
- Develop and distribute marketing materials for sustainability programs 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

Zero Waste 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

Data and Reporting Team
Duties and Responsibilities
- Work with partners across the university manage sustainability programs that demonstrate Loyola’s commitment to sustainability. Specific programs include data collection and management for STARS reporting, GHG emissions inventory development, and sustainability certification submissions.
- Develop new sustainability programs including research, business plan drafting, implementation, and evaluation.
- 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, data management and tracking
- Attention to detail

Eligibility

- Full-time enrollment at any Loyola University Chicago Campus in 2022-23.
- 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/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 5:00pm on Wednesday, August 31. If no suitable applicants are identified, the deadline may be extended.

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 multiple 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.