Office of Sustainability

Sustainability Data & Reporting Graduate 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. The graduate intern position will work closely with Office of Sustainability staff as well as the larger undergraduate intern team to collect and analyze campus sustainability data, conduct research, and have a leadership role with events and projects related to waste reduction, transportation, energy, and other campus sustainability initiatives.

Duties and Responsibilities
- Support Loyola’s Sustainability Tracking, Assessment & Rating System (STARS) submission in early 2023 by coordinating with partners across the university to collect, organize, and analyze campus sustainability data.
- Support data management for other initiatives including GHG emissions inventory, Tree Campus USA and E-PEAT
- 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

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
- Strong data analysis skills and attention to detail

Eligibility
- Full-time graduate enrollment at any Loyola University Chicago Campus in 2022-23.

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
- Interns should expect to work remotely over breaks (specifically, December and early January)

Application Instructions
Please apply by 5:00pm on Monday, August 22. 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 specify the Data & Reporting Graduate Internship position in your cover letter.

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