Green Office Certification Program Intern Position Description

The candidate will be responsible for managing the new green office certification program (GOCP). This program is in its pilot stage and encourages offices on campus to develop sustainable practices to save energy. The GOCP intern will identify sustainability champions in the various departments on campus whose responsibility will be to relay sustainability information in a peer-to-peer format. The certification system is complete and several offices have had their initial evaluation. This GOCP intern would be responsible for evaluating offices using the certification system. They would also assist the offices in taking steps to green their practices. This person would coordinate meetings with campus representatives to discuss the program and award certifications.

Finally, this candidate will be responsible for collecting data to report to the Association Of Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking Assessment Rating System (STARS). In particular, including but not limited to; this person would cover the breadth of the AASHE STARS Engagement categories and engage in initiatives to improve sustainability on a campus-wide scale with a focus on engagement.

The Office of Sustainability is looking for someone who is interested and has experience in green certifications. The successful candidate is expected to be self-motivated, persistent, and willing to engage with entities on campus via face-to-face(or virtual) meetings and presentations. Some experience with Excel and PowerPoint would be helpful. This person would be passionate about sustainability and green business practices. While some tasks will be provided, the GOCP Intern is expected to develop their own tasks to meet the program goals and to help support the initiatives of the office. This position has aspects that must be performed on campus (office behavior change is best supported, analyzed, and re-adjusted to accommodate challenges in person), as well as aspects that can be done remotely.

The candidate is expected to work about ten hours a week (we are flexible with academic schedules and needs). If there is enough work, this can increase to twenty hours per week. This position is paid and can also be used to meet internship requirements, provided it is approved by their program. The application consists of a resume submission and an interview via video calling.

To apply, please email resumes to sustainable@sdsu.edu by May 11th, 2020. Please send any questions to awduncan@sdsu.edu. To learn about the Office of Sustainability in general, please visit sustainable.sdsu.edu.