

SUSTAINABILITY INTERNSHIP PROGRAM GUIDING DOCUMENT

I. Purpose & Mission

e Sustainabi ity nterns ip Program is a stu ent wor er program un er ar uette
Sustainabi ity
nergy anagement oor inator Positions are pai t roug wor stu y or epartment un s
epen ing on avai abi ity Regar ess o un ing sour e interns ave t e same expe tations
e mission o t e program is to o er a ig ua ity pro essiona eve opment experien e to

nterns wi wor to operationa ize sustainability troug organizing events eve oping reative programming an initiatives on u ting peer to peer outrea ore ting analyzing at a an on u ting resear. Project ontent or uses ore milimpact areas a a emilistration an innovation earers ip

e program is open to a stu ents an a iversity o mors is en ourage oo t 6e] Q

trougoutteaaemiterm iring t 6e 6as 6em es 6ter] Q 9 6 97 re/

mageria ro e Sustainabi ity nterns wi report to t e Sustainabi ity nergy anagement oor inator an may ave mentors ip by ot er ampus partners reate to t eir spe i pro e ts

```
ompete two u semesters as a Sustainability ntern
```

e two team meetings

imite to

mpiit ias ring SaerSpaes ring

omp etion o one sustainabi ity pro e t initiative

III. Roles & Responsibilities

tten an eat meetings is onsi ere man atory out ine in te Wor er greement Sustainability nterns will atten a wee y meeting to at will a ress to e o owing

- ouse eeping items noti es up oming events pro essiona eve opment opportunities et
- Progress on in ivi ua sustainability ommitments
- Report out on pro e tsto brainstorm i eas over ome roa bo s et
- minute esson on Sustainabi ity earning out omes taug t by S oor inator Sustainabi ity anager ntern Sustainabi ity nterns or guest spea er

itiona meetings wi ta e p a e wit pro e t groups t e S oor inator or mentors on an as nee e basis

be avior ange base programs wi be arrie out using temetooogies oommunity ase Soia aaroooo

a emi s

i Pro e t examp es

n orporating t e Sustainab e eve opment oa s into urri u um; sustainabi ity itera y assessment; osting environmenta e u ation events an wor s ops

ngagement

i Pro e t examp es

ontinue management o so ia me ia ontent reation an mar eting; website assistan e; promoting an reating events; integrating sustainability into orientation an ampus tours; stu ent groups iaison

perations

i Pro e t examp es

reating an managing energy as boar s; waste monitoring; sustainable oo pro urement poily; zero waste implementation; pro ess improvement in various operational areas

Panning ministration

i Pro e t examp es

ssist wit ampus sustainabi ity strategi p anning e orts; un ing sustainabi ity re ate pro e ts

Spe iaty Proets

i Pro e t examp es

S RSreporting; P nergy Star

IV. Application and Hiring Process

itiona resour es an materia s or iring an be oun on t e Rwebsite as we as t e ampus Sustainabi ity S arePoint in t e <u>Stu ent nterns</u> o er

ar eting or a positions wi begin in ar pri wit a iring being common eting ay

ppi ants wi be re uire to submit a resume an in ieu o a over etter respon to t e o owing uestions

W at interests you most about t e position an ow wi it e p you a van e in a a emi an pro essiona areer

W at experien e an or now e ge o you possess t at wi e p you su ee in t is ro e

- appi ations wi be reviewe a tert e ea ine i ea y se e ting t e top an i ates to interview or a position
- Re er to t e interview uestions in t e <u>Stu ent nterns</u> o er in t e ampus Sustainabi ity S arePoint
- stu entswoare ire wi reat roug tisgui ing oumentan signa. Wor er greement
- n e ire stu ents wi got roug a man atory training o ere by t e Sustainabi ity nergy anagement oor inator
- Stu ents wi go t roug any emp oyee training re uire by uman
 Resour es

V. Learning Outcomes & Opportunities

e purpose o t e earning tea ing aspe to t is program is t ree o

- o in rease t e mar etability o a Sustainability nterns ip position by proviling stu ents wit a eeper set o sils t at an ool stronger on a resume
- o in rease satis a tion an meaning uness or stuents in teleSustainability nterns ip Program wi we wiea to greater retention sit ommunity uture an in rease proet uaity
- o provi e stu ents wit oun ationa now e ge o imate s ien e environmenta ommuni ation sustainab e oo y ing sustainab e materia management an energy management t at is essentia to su ee ing in t e sustainabi ity ie
- ive one presentation on a earning ut ome at a team meeting

<

APPENDIX A

Worker A	Agreement
----------	-----------

e o owing expe tations appy to anyone w o wor s wit ar uette Sustainability e

is

in u es sexua mis on u t is rimination bu ying ate u spee an ot er simi ar be avior

warnings one ora an two written o owing t e se on written warning you may be terminate owever termination may o ur wit out any prior warning or egregious be avior su as arassment stealing i it rug use or ot er ramatical tions

We are a ot about our stu ents an

want [p roessi