

Boston Campus Sustainability Intern

Office of Sustainability
Academic Year 2021-2022

Position Description:

The Tufts Office of Sustainability is seeking a Boston campus student to assist with day-to-day sustainability activities on the Tufts Boston campus. These tasks will include:

1. Re-starting the [Tufts Boston public compost bin](#) program by managing the emptying of the bins on a regular basis as well as running a student volunteer program to assist.
2. Assisting the café in the Medical Education Building with composting.
3. Weighing boxes of ink and toner cartridges to assist with our specialty recycling data collection efforts.
4. Educating the campus community about composting, sustainable options, resources, and opportunities on and near campus.
5. Researching and implementing sustainability initiatives that might be undertaken on the Boston campus.
6. Assisting the Office of Sustainability with projects they are currently working on.
7. Planning events (e.g. Earth Day events).
8. Communications and Outreach work, such as helping with orientation and sustainability talks, creating documents and outreach materials, and writing blog posts if desired.

The position will meet regularly with Office of Sustainability staff.

Hours & Timeframe: 2-8 hours per week (particular hours will depend on the tasks on hand).

Required Skills & Qualifications:

- Ability to work independently and self-motivated
- Reliable, with good time management skills
- Exceptional organizational skills
- Comfortable talking to and working with faculty and staff from across the university in person and via email, phone, or Zoom
- Interest in sustainability
- A can-do attitude
- Excellent research and writing skills

Preferred Skills & Qualifications:

- Knowledge of sustainability efforts at Tufts
- Ability to lift 20-30 lbs
- Proficiency in Microsoft PowerPoint
- Availability to work in the position for more than one academic year

Pay Rate: \$14.50/hour

Work-study is preferred but not required.

Submit a cover letter and resume via [Handshake](#). Address cover letter to Shoshana Dodge. Applications without cover letters will not be considered. If you have questions or if you do not have access to Handshake, email applications materials to Shoshana.Dodge@tufts.edu

Applications will be considered on a rolling basis until September 7th at 12:00AM. Apply sooner for first consideration.

All hiring decisions will be made by September 17th, and the internship will begin the week of September 20th.