

## **Grafton Campus Sustainability Intern**

Office of Sustainability  
Academic Year 2021-2022

### **Position Description:**

The Tufts Office of Sustainability is seeking a student to assist with day-to-day sustainability activities on the Tufts Grafton campus. Tasks may include:

1. Organizing meetings for the Grafton Green Team.
2. Educating the campus community about sustainable options, resources, and opportunities on and near campus.
3. Continuing and assisting with sustainability programs in place.
  - a. Currently: reusable lunch-talk plates, Sustainability Center, compost, clothing swaps, We Can Reclaim It recycling drives, Elm's Cafe reusable meal-kits, hospital exam glove recycling
4. Researching and implementing sustainability initiatives that might be undertaken at the Cummings School.
5. Assisting the Office of Sustainability and the SAVMA Green Committee with projects they are currently working on.
6. Planning events (e.g. Earth Day events).
7. 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 (not required, but would be nice):**

- Knowledge of sustainability efforts at Tufts
- Ability to lift 20-30 lbs
- Presentation and public speaking skills
- Availability to work in the position for more than one academic year

### **Pay Rate: \$14.50/hour**

Work-study is preferred but not required.

**Email a cover letter and resume** to Shoshana Dodge at [Shoshana.Dodge@tufts.edu](mailto:Shoshana.Dodge@tufts.edu). Applications without cover letters will not be considered.

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

**All hiring decisions will be made by September 17<sup>th</sup>, and the internship will begin the week of September 20<sup>th</sup>.**