

# Rubenstein School of Environment and Natural Resources

## University of Vermont

### Perennial Summer Internship Program - 2024

**Internship Title:** Comprehensive Sustainability Plan Implementation Intern

**Internship Site:** UVM Office of Sustainability

**Description:** The UVM Sustainable Solutions Lab (SSL) is a collaborative research and action hub that responds to the needs of our university community to address sustainability challenges. The SSL brings knowledge from the classroom to our campus operations. We use the campus environment as a living laboratory to find solutions to reduce our carbon footprint and operate more sustainably. All internships support the advancement of UVM's Comprehensive Sustainability Plan (CSP) which was adopted earlier this year.

The CSP prioritizes decarbonization, with a headline goal of carbon neutrality by 2030, and features important goals and strategies in the areas of operations, governance, planning, research and learning. This internship is designed to support implementation of the CSP in various ways:

- CSP Implementation Committee
  - Conduct initial research on questions of interest and report back to committees.
  - Compile, organize or interpret data of interest to committees.
  - Flag funding needs that may fit Sustainable Campus Fund, could support proposal development.
  - Take on additional small projects and tasks as needed.
- Waste Minimization
  - Meet with stakeholders to understand history, challenges and needs related to move-in sales and campus thrift store efforts. Review models and best practices on other campuses.
  - Help design and implement program for recirculating previously donated items at student move-in.
  - Assist in the development of a permanent campus thrift store.
- Green Labs

*Green lab programs help laboratories reduce their environmental impact. They focus on minimizing the use of energy, water, and materials while improving efficiency. This is often accomplished through policies, purchasing practices, behavior change campaigns and sometimes infrastructure upgrades.*

  - Review best practices on other campuses.
  - Meet with stakeholders to understand history, challenges and needs.
  - Develop proposal for pilot program/policy, present to stakeholders.
- Pollinator Mapping
  - Add pollinator gardens to Campus Map from existing ArcGIS map.
  - Update ArcGIS pollinator map with new gardens as needed.
- Communications
  - Develop social media posts and draft UVM news stories about your work.
  - Help advertise events, surveys, job openings, etc. by designing and circulating marketing materials.
  - Represent Office of Sustainability at tabling events.

### **Desired qualifications/skills/coursework:**

- Passion for making campus more sustainable. Interest in a sustainability career (policy, consulting, planning, corporate responsibility, sustainability officer, etc.) will be a good fit for this experience.
- Understanding of existing campus sustainability initiatives and programs. Familiarity with Comprehensive Sustainability Plan. Prior experience working with our office, sustainability-related clubs/orgs or other demonstrated involvement in sustainability efforts is an advantage.
- All majors are encouraged to apply. Greening of Rubenstein internship, Sustainability Science class and use of campus laboratories are particularly relevant experiences.
- Ability work independently – can make progress on projects between regular check ins with supervisors, confident attending meetings with stakeholders, troubleshoots and seeks out resources.
- Detail oriented and comfortable using various office software to stay organized and communicate internally (MS Teams, MS Project, Outlook calendar and email, SharePoint file sharing).
- Clear communicator who responds promptly, asks for help when needed, articulates ideas clearly, and keeps others informed about their work. Can match Office of Sustainability’s voice for public communication (social media) and outreach (tabling). An eye for visual design and experience using Canva or other design software is a plus.
- Rudimentary GIS skills required to update pollinator map. No GIS skills required to update Campus Map.
- Has a collaborative attitude and is interested in working with a variety of team members within the Office of Sustainability and stakeholders across campus.

**\*Rubenstein students currently in their sophomore and junior years are eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. \***

**Supervision:** Caylin McCamp, Sustainability Project Manager & Elizabeth Palchak, Sustainability Director

**Start and End Dates:** Mid-May – Mid-August, 2024 (exact start/end dates are negotiable)

**Total Hours:** 240 hours over 12-16 weeks. 20 hours/week for 12 weeks is common. Specific schedule is negotiable. Some hours can be completed remotely, at least 50% should be completed in person.

**Compensation:** \$18/hour

### **How to apply:**

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:

<https://uvm.joinhandshake.com/employers/226837>

- If asked to log in: click “UVM Net ID Login” & login.
- Click the Favorite button to enable easier searches in the future.

2. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page.

3. You should now see the great Perennial Internship opportunities! Click “View Details” to learn more about each position.

- Please do take the time to carefully read each individual description so that you don't miss a great opportunity by judging an internship solely on its title.
- You may apply for up to three Perennial Internships.
- All applications are due by **11:59pm, on Monday, February 5th, 2024.**

4. You'll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.

5. Please upload all documents as pdfs. The following are the required documents:

- Resume
- Cover Letter

- i. You should write and upload a unique cover letter for each position to which you are applying.
- ii. In your cover letter, provide the name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, or a professor or teacher, etc. The person listed should not be the person who completes your recommendation form.

6. In addition to the documents listed above, a **recommendation form will need to be completed by a Rubenstein faculty, graduate student, or staff member of your choosing.** When you ask your recommender if they are willing to complete the form to support your application, please provide your recommender:

- This link: [RECOMMENDATION FORM](#)
- Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
- Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s). This recommendation form needs to be submitted by the February 5th, deadline.

7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

- The Rubenstein Student Advisory Board members are great at reviewing resumes/cover letters and providing helpful feedback! Email the SAB to schedule an appointment after the start of the semester, or stop by their peer mentoring hours when the Spring semester starts (schedule to be posted by Jan 16, 2024): [rsensab@uvm.edu](mailto:rsensab@uvm.edu)
- Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center's drop-in hours [here](#). The Career Center also offers a guide on building your resume available [here](#).
- Get connected with folks in the Rubenstein Student Services Office for resume and cover letter review during drop-in hours:

Meghan Young – Tuesdays, 10:00am-12:00pm, Aiken 219  
Emily LeForce – Thursdays, 1:00-3:00pm, Aiken 220  
Hub  
Cathy Shiga-Gattullo – Mondays, 1:00-3:00pm, Aiken 220 Hub

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.