



## Office of Sustainability

# Campus Sustainability Graduate Internship

## Fall 2024 – Spring 2025

### Description

The Office of Sustainability is seeking qualified student interns to contribute to Loyola's campus sustainability programs. Sustainability reaches into many corners of the University and involves partnership building to set strategies and goals in creating a culture of sustainability through action. The graduate intern position will work closely with Office of Sustainability staff as well as the larger undergraduate intern team to collect and analyze campus sustainability data, conduct research, and have a leadership role with events and projects related to waste reduction, transportation, energy, and other campus sustainability initiatives.

### Duties and Responsibilities

- Work with partners across the university manage sustainability programs that demonstrate Loyola's commitment to sustainability. Specific programs include GHG emissions inventory development, sustainability certification submissions, sustainable electronics purchasing inventory, and analysis of the LUC AASHE STARS submission.
- Develop new sustainability programs including research, business plan drafting, implementation, and evaluation.
- Identify and implement additional opportunities to engage students to increase awareness of environmental issues, increase participation in existing sustainability programs, and support a culture of sustainability at Loyola
- Lead your peers in creating sustainability change on campus

### Qualifications

- Motivated individual willing to engage peers and stakeholders to take action
- Ability to work collaboratively and professionally in team settings and work individually in an efficient manner as needed
- Strong data analysis skills and attention to detail

### Eligibility

- Full-time graduate enrollment at any Loyola University Chicago Campus in 2024-2025.

### Terms and Compensation

- Scheduling is flexible and hours will be **10-15 hours per week**
- Compensation for this internship is **\$15.80/hour**
- Specific work schedule will be mutually agreed between interns and program manager
- Interns are expected to participate in a standing weekly or biweekly meeting with Office of Sustainability staff
- Interns should expect to work remotely over breaks (specifically, December and early January)

### Application Instructions

Please apply by **12:00pm on Monday, April 15, 2024**. If no suitable applicants are identified, the deadline may be extended. Selected candidates are expected to start work the **week of August 26**.

Apply by sending **your resume/CV and a cover letter** describing your interest in the position including the contact information for two references to [sustainability@luc.edu](mailto:sustainability@luc.edu). Please specify the **Graduate Internship position** in your cover letter.

If you have any questions or would like any clarification, please contact Megan Conway at [mconway9@luc.edu](mailto:mconway9@luc.edu).