Sustainability Benchmarking and Certification Intern

In conjunction with Iowa State University’s Live Green Initiative, the Director of Sustainability is hiring one intern position focused on collecting and reporting sustainability performance data for Iowa State University for submission to the Association for the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking, Assessment & Rating System (STARS). Intern is responsible in completing the position responsibilities listed below.

Position Description:
This is a paid internship at $10.00/hour. This position reports directly to the Director of Sustainability. The internship requires a commitment of 15-20 hours/week. Internship start date of January/February 2021 and end date of August 2022, in alignment with submission timeline.

Position Responsibilities:
- Oversee information and data gathering related to Iowa State University sustainability performance criteria for AASHE STARS certification submission.
- Establish and maintain correspondence with campus departments, organizations and leadership in ensuring efficient, thorough and relevant data collection.
- Assist the Director of Sustainability in organizing and facilitating informational and progress status meetings and connections throughout the course of the internship.
- Maintain detailed record of collected data and correspondence to ensure reliability and representation for final submission.
- Assume lead role in submitting data into certification portal.

Position Qualifications:
- Must be a currently registered ISU undergraduate student.
- Must have experience working with data collection and entry.
- Must have strong writing and editing skills.
- Experience with multi-stakeholder meeting and discussion facilitation is recommended, but not required.
- Understanding of and experience with sustainability performance indicators and evaluation is beneficial.
- Must be a team player and be flexible in terms of offering assistance to other projects and interns when necessary.

To Apply: Email a cover letter (detailing interest and relevant experience), resume, two writing samples campaigns and three references to:
Gina Holtzbauer
gtholtz@iastate.edu

Application Deadline – January 22, 2021 at 5pm
Direct questions to: Merry Rankin, Director of Sustainability, 515-294-5052, mrarkin@iastate.edu