



## Zero Waste & Circularity Intern *Office of Sustainability*

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*Spring 2024*

The Zero Waste & Circularity Intern is a brand-new position in the Office of Sustainability designed to assist with projects related to waste minimization, reuse, and recycling. This year's internship will focus on zero waste and circularity in the spring residence hall move out process. The Zero Waste & Circularity (ZWC) Intern will assist with planning and implementing a procedure to reduce the amount of discarded dorm goods sent to landfill at the end of the Spring 2024 semester and will assist as needed with other zero waste initiatives in the Office of Sustainability.

**Duties/Responsibilities:**

- Develop a green move out guide for students and communications materials.
- Support development of an internal guide/project management plan for green move out.
- Identify and compile a list of on- and off-campus donation partners to receive donations from Green Move Out (eg. Local thrift stores, textile repurposing, shelters).
- Help to sort, weight, and organize, and catalog, and as needed distribute received materials for storage or transport.
- Research products, organizations, and vendors to assist with Green Move out and other Zero Waste Initiatives.
- Research environmental sustainability of various materials and their waste streams.
- Keep careful records of the Green Move Out process.
- Execute student communications and volunteer recruitment and management to support Green Move out and other Zero Waste Initiatives.
- Assistance with other zero waste and circularity initiatives on campus.
- Support Office of Sustainability to integrate Green Move out into larger campus move out planning.
- Other duties as assigned.

**Required Qualifications:**

- Strong communication skills and ability to work with various stakeholders (volunteers, non-profits, pantries, shelters, local thrift stores, community members, campus partners, etc.).
- Experience with excel and data management.
- Resourceful, proactive, and creative problem solver.
- Ability to work in physically demanding situations (lifting boxes and transporting items).

**Preferred Qualifications:**

- Sophomore or junior standing.
- Interest in waste diversion / zero waste initiatives.

- Authorized driver or willingness/ability to become one upon hiring (see requirements [here](#)).

**Start date:** February 20th, 2024

**End date:** May 10th, 2024

**Work Schedule:** 2 to 4 hour shifts 2 to 3 days per week. Schedule is flexible between hours of 8:30am and 5pm, M-F.

**Hours Per Week:**

8-10

**Starting pay rate:**

\$16.78 per hour

**Work Award:** Yes

**To apply, please email the following to [sustainability@oxy.edu](mailto:sustainability@oxy.edu) by Monday, January 29th, 2024 at midnight.**

1. An updated resume.
2. An example of visual marketing you have created or collaborated on (eg. An Instagram post, poster, or email header)
3. One-paragraph answers to the following questions:
  - a. What interests you about this position?
  - b. What experiences do you think make you qualified for this position?
  - c. How do you stay organized? What strategies and/or tools do you use?
  - d. What communication strategies do you think are effective for sharing information with the student body?
4. Student employment [application](#)