



Intern for Sustainability Research and Implementation *Campus Dining*

Spring 2023

Job Summary

The Campus Dining Sustainability Research and Implementation Intern is a key student intern position in the college's sustainability commitments. The intern works with students and staff to assist Campus Dining's in their commitment to waste diversion, and ethical and sustainable food purchasing. Applicants must be reliable, hardworking, creative, and passionate about making a difference on campus. Reports to the Assistant Vice President of Hospitality Services.

Duties and Responsibilities

- Uses a variety of research methods to analyze, report, and provide recommendations for Campus Dining's sustainability projects and programs.
- Aids in maintaining the Real Food Challenge Database – consisting of detailed spreadsheet work - and researches sources of sustainable food.
- Aids in researching comparable institutions' sustainable food programs
- Ensures proper sustainability benchmarks are established and maintained.
- Reviews current environmental laws and regulations to determine compliance requirements.
- Plans, designs and implements programs to promote sustainability within the campus community.
- Assists with designing Food Justice Month and Earth Day programming.
- Perform general office duties as needed.

Qualifications:

- Proficiency with Microsoft Word, Excel, Google Drive
- Attention to detail
- Strong organizational, research and documentation skills
- Strong interpersonal, verbal, and written communication skills
- Creativity and ability to present proposals for novel sustainable initiatives

- Ability to self-motivate on independent projects
- Interest or experience in sustainability and/or food justice
- Availability for long-term employment in the position (2+ years) preferred
- Availability for one summer of work
- Open to first-year and sophomore applicants only
- Preference to students on work study, though not required

Start date: 2/20/2023

End date: End of student's senior year

Work Schedule: Flexible

Hours Per Week: Up to 10

Starting pay rate: \$16.04

To apply, please email dining@oxy.edu with the following by February 6thst. Please submit all as PDFs.

1. A one-page cover letter
2. An updated resume
3. A student employment [application](#)
4. 2-6 sentence responses to the following questions:

Name

Pronouns

Class Year

Major at Occidental

Please briefly describe any experience you have performing the following types of research: internet, personal interviews, library, field work, other.

Please briefly provide examples of your technical experience, including data analysis and the ability to become familiar with new softwares.

Why are you interested in this position?

Please name any three issues of sustainability, and briefly describe how each might relate to campus dining at Occidental.

Please explain any work experience you have, both within and outside of organizations, that is related to sustainability, food justice, or advocacy work.

Please describe a program you have initiated.

Is there anything else you would like us to know?