Position Description
Student Intern for Sustainability Research and Implementation

Duties and Responsibilities

Reporting to the Associate Vice President for Hospitality Services:

- Maintains the Real Food Challenge Database (excel) – Consisting of detailed spreadsheet work – takes up to 8 hours per week
- Researches sources of sustainable, compostable, organic, local, fair trade and humane food and supplies
- Serves as a member of the College’s Sustainability Committee
- Researches comparable institutions’ sustainable food programs
- Presents clear, detailed and documented research evidence in appropriate format(s)
- Assists with planning, organizing, implementing and promoting new food selections and programs
- Prepares marketing and point of sale information pieces
- Performs general office duties (filing/telephones/on-campus errands) as requested

Requirements

- Proficiency with Microsoft Word, Excel
- Strong organizational, research and documentation skills
- Strong interpersonal, verbal and written communication skills
- Ability to work independently
- Office dress code
- Interest or experience in subject matter
- Availability for long-term employment in the position (2+ years) preferred

Time Commitment: 10-15 hrs/week

Pay Range: $8.50-$9.50/ hr

Start Date: Summer 2013 Preferred
Fall 2013 Required

Training: Spring 2013 semester (paid)

This is a fantastic on campus job (and resume builder!) for anyone interested in sustainability, food issues, and making a difference on campus. Applicants must be reliable, hard working, creative, and able to carry independent projects/ ideas from inception to completion. Must also be able to juggle working on several projects simultaneously.

To Apply: You may apply on-line at: http://www.oxy.edu/campus-dining/news
or send supplemental application (on back) via email to sorrell@oxy.edu or munoz@oxy.edu no later than January 28, 2013. Interviews will take place in February 2013.
1. MAJOR/MINOR AT OCCIDENTAL (IF JUNIOR OR ABOVE):

2. PLEASE BRIEFLY DESCRIBE ANY EXPERIENCE YOU HAVE PERFORMING THE FOLLOWING TYPES OF RESEARCH (LIST EXAMPLES IF POSSIBLE):
   a. INTERNET
   b. PERSONAL INTERVIEWS
   c. LIBRARY
   d. FIELD WORK
   e. OTHER

3. PLEASE EXPLAIN ANY WORK EXPERIENCE YOU HAVE, BOTH WITHIN AND OUTSIDE OF ORGANIZATIONS, THAT IS RELATED TO SUSTAINABILITY, FOOD ISSUES, OR ADVOCACY WORK.

4. PLEASE DESCRIBE A PROGRAM YOU HAVE INITIATED (IT NEED NOT BE FOOD OR “GREEN” RELATED).

5. PLEASE NAME ANY THREE ISSUES OF SUSTAINABILITY, AND BRIEFLY DESCRIBE HOW EACH MIGHT RELATE TO CAMPUS DINING AT OCCIDENTAL.

6. WHY ARE YOU INTERESTED IN THIS POSITION?

Signature