

**\*\* Position Announcement \*\***  
**Office of Sustainability**  
**Facilities Services Department**  
**University of Tennessee, Knoxville**  
<http://environment.utk.edu>

**Position** Student Sustainability Intern – Data and Projects

**Compensation** \$8.00 per hour

**Work Hours** Up to 10 hours per week for Fall 2018. Start and end dates are flexible.

**Position Overview** The Student Sustainability Intern will assist the Sustainability Manager and Data Analysis Coordinator with the research, planning, and implementation of efforts to reduce the social, economic and environmental impact of UT Knoxville (UTK) operations. Support for the position is provided by the Student Environmental Initiatives Fee and Facilities Services Department.

The primary function of this position will be to help in the gathering and organization of data across campus to help quantify the efforts of sustainability projects and initiatives on campus, as well as identifying areas that need to be addressed at UTK. In addition, this position will aid in the completion of reports such as the Environmental Progress Report, the Sustainability Tracking, Assessment & Rating System (STARS), and other quantitative communications through the Office of Sustainability.

The Student Sustainability Intern will also support the ongoing efforts of the Office of Sustainability and Facilities Services Department to build a culture of environmental stewardship and conservation among UTK faculty, staff, students and visitors.

**Responsibilities**

- Contacting and gathering data from offices and departments throughout UTK
- Collecting and organizing data from sustainability related projects and initiatives from the Office of Sustainability and the university as a whole
- Researching institutional policies and procedures pertaining to campus sustainability at other institutions
- Acting as a representative for the Office of Sustainability at events and committee meetings
- Supporting other Office of Sustainability and Facilities Services projects as needed

**Skills/Experience Required**

- Strong organizational and time management skills
- Excellent communication skills
- Ability to work independently and efficiently
- Interest in environmental education and resource conservation
- Familiarity with Word, Excel, PowerPoint and Publisher software
- Knowledgeable about Knoxville and the UTK campus

**Additional Requirements**

- Must be enrolled as a UTK student for Fall 2018

**To Apply**

Email your cover letter and resume to [sustainability@utk.edu](mailto:sustainability@utk.edu). We will be reviewing applications as we receive them and begin interviewing candidates shortly thereafter; making our decision on a rolling basis.

**Questions?**

Email Shannon Schaefer, Data Analysis Coordinator, at [shannonschaefer@utk.edu](mailto:shannonschaefer@utk.edu)