**Position Title:** Ball Hall Sustainability Intern

**Department / Office:** IUPUI Sustainability

**Hourly Wage:** $12.00

**Average Hours / Week:** 5-10 hours

**About IUPUI Sustainability**

IUPUI Sustainability is committed to creating a culture of sustainability and advancing sustainability in the academic, research, operational, and campus/community engagement programs at IUPUI. Our vision is to be recognized as a national leader in urban sustainability while supporting student success and the well-being of citizens of Indianapolis, the state of Indiana, and beyond. By transforming our university into a living lab for sustainability, we are testing innovative solutions in our own community and creating a legacy rooted in diverse partnerships to develop bold solutions for the classroom, the campus, and the city.

**Position Summary**

The Ball Hall Sustainability Intern will be responsible for creating a culture of sustainability at Ball Hall. They will work with IUPUI Sustainability staff and the RHA Sustainability Director to engage residents in sustainability programming, primarily the Residential Compost Program (RCP). This intern will be responsible for coordinating communication, collection, and transportation of compost to pick up location. Additionally, they will aid in promotion of campus sustainability initiatives and events, such as the annual Energy Challenge.

**Essential Duties and Responsibilities**

Operational Duties (70%)

* Work with IUPUI Sustainability to coordinate the RCP at Ball Hall
* Transport compost liners from each trash room to the outside toters
* Ensure that compost bins in each trash room are kept clean and liners are replaced
* Assist residents with getting new compost liners

Communication and Outreach Duties (30%)

* Coordinate communication about RCP with Ball Hall residents
* Disseminate sustainability information to all residents via email and flyers
* Assist IUPUI Sustainability in promoting campus sustainability programming to residents
* Inform IUPUI Sustainability of any questions or concerns regarding the Residential Composting Program

**Eligibility and Requirements**

* Required Qualifications
	+ Must be a Ball Hall resident
	+ Must be willing and able to take compost outside in all weather conditions
	+ Have and maintain a cumulative GPA of 2.5 or greater
	+ Must be reliable and possess strong organizational skills
* Preferred Qualifications
	+ Familiarity in principles of sustainability
	+ Committed to the success of IUPUI’s Residential Composting Program
	+ Strong communication skills
	+ Strong desire and ability to learn

**Tools and Equipment Used**

Laptop computer and cellphone are required. Occasional printer use.

**Physical Demands**

While performing the duties of this job, the employee is frequently required to walk, including up and down stairs; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 30 pounds. The employee is occasionally required to sit, talk, and hear. Specific vision abilities required by this job include close vision in the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment**

The work is primarily preformed at Ball Hall. This student employee will be required to spend a small portion of their time outdoors, thus there is exposure to the elements of nature (heat/sun, rain/chill). The noise level in the work environment is moderate.

**Characteristics of a Strong Candidate/Knowledge, Skills, and Abilities**

The following are essential for this position: initiative, self-motivation, attention to detail, highly organized, team-player, interest, and knowledge of sustainability, professionalism, comfort working with many different types of people, natural ease in new situations, and willingness to learn.

**Application**

To apply, upload the following:

* Resume
* A brief, written response to the following questions: (1) Why is sustainability important to you? (2) Why is a residential composting program important for the IUPUI campus? (3) What do you hope to learn as a result of this experience? (4) How will this internship help you move forward in your academic or professional career?