



Perennial Internship Program – Summer 2025

Internship Position Description

Internship Title: Comprehensive Sustainability Plan Implementation Intern

Internship Site: UVM Office of Sustainability

Description: The UVM Sustainable Solutions Lab (SSL) is a collaborative research and action hub that responds to the needs of our university community to address sustainability challenges. The SSL brings knowledge from the classroom to our campus operations. We use the campus environment as a living laboratory to find solutions to reduce our carbon footprint and operate more sustainably. All internships support the advancement of UVM's Comprehensive Sustainability Plan (CSP) which was adopted in April 2023

The CSP prioritizes decarbonization, with a headline goal of carbon neutrality by 2030, and features important goals and strategies in the areas of operations, governance, planning, research and learning. This internship is designed to support implementation of the CSP in various ways:

- CSP Implementation Progress and Project Tracking
 - Work with supervisor to develop an interactive GIS map/dashboard that showcases projects that contribute to greenhouse gas emissions reductions such as renewable energy sites, energy efficiency projects, bike infrastructure, etc.
 - Create data visualizations for communicating greenhouse gas emissions progress to wide audiences.
- Waste Minimization
 - Analyze and catalogue materials diversion data to create and share metrics.
 - Expand and support residential hall composting program through container delivery, stickering, signage placement, creation of collection schedule, etc.
 - Support possible expansion of compost collection to non-residential buildings
- Transportation Planning
 - Analyze electric vehicle charging data and create visuals that can direct and inform policy makers
 - Go out into field to record odometer readings for campus fleet vehicles to catalogue in a database to create a baseline
 - Create interactive visual to support Master Bike Parking Plan that includes locations of existing bike parking and future bike parking locations
- Communications
 - Develop social media posts and draft UVM news stories about your work.

- Help advertise events, surveys, job openings, etc. by designing and circulating marketing materials.
- Represent Office of Sustainability at tabling events.

Desired qualifications/skills/coursework*:

- Passion for making campus more sustainable. Interest in a sustainability career (policy, consulting, planning, corporate responsibility, sustainability officer, etc.) will be a good fit for this experience.
- Understanding of existing campus sustainability initiatives and programs. Familiarity with Comprehensive Sustainability Plan. Prior experience working with our office, sustainability-related clubs/orgs, or other demonstrated involvement in sustainability efforts is an advantage.
- Ability to work independently – can make progress on projects between regular check ins with supervisors, confident attending meetings with stakeholders, troubleshoots and seeks out resources.
- Detail oriented and comfortable using various office software to stay organized and communicate internally (MS Teams, MS Project, Outlook calendar and email, SharePoint file sharing).
- Clear communicator who responds promptly, asks for help when needed, articulates ideas clearly, and keeps others informed about their work. Can match Office of Sustainability's voice for public communication (social media) and outreach (tabling). An eye for visual design and experience using Canva or other design software is a plus.
- Has a collaborative attitude and is interested in working with a variety of team members within the Office of Sustainability and stakeholders across campus.
- Technical skills: Required – Introductory GIS skills (Intro level course), data analysis and visualization platforms such as a PowerBI, R., datawrapper, or similar. Exposure to AutoCAD is a plus but not required.
- Strong research, writing, and organizational skills required.

Supervision: Casey Smith, Renewable Energy Projects Coordinator

Start and End Dates: Mid-May to Mid-August 2025 – exact start/end dates are negotiable

Total Hours: 20 hours/week for 12 weeks is common. Specific schedule is negotiable. Some hours can be completed remotely, at least 50% should be completed in person.

Compensation: \$18/hour

How to apply:

Rubenstein students who will have completed their sophomore or junior year by summer 2025 are eligible to apply. Students graduating in May 2025 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required.

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:
<https://uvm.joinhandshake.com/employers/226837>

- If asked to log in: click “UVM Net ID Login” & login.
- Click the Favorite button to enable easier searches in the future.

2. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page.

3. You should now see the Perennial Internship opportunities! Click “View Details” to learn more about each position.

- Please do take the time to carefully read each individual description so that you don’t miss a great opportunity by judging an internship solely on its title.
- You may apply for up to **three** Perennial Internships.
- All applications are due by **11:59pm, on Friday, February 7th, 2025.**

4. You’ll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.

5. Please upload all documents as PDFs. The following are the required documents:

- Resume
- Cover Letter
 - You should write and upload a unique cover letter for each position to which you are applying.
 - In your cover letter, provide the name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, or a professor or teacher, etc. The person listed should not be the person who completes your recommendation form.

6. In addition to the documents listed above, a **recommendation form will need to be completed by a Rubenstein faculty, graduate student, or staff member of your choosing.** When you ask your recommender if they are willing to complete the form to support your application, please provide your recommender:

- This link: [RECOMMENDATION FORM](#)
- Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
- Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s). This recommendation form needs to be submitted by the February 7th, deadline.

7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

- Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center's drop-in hours [here](#). The Career Center also offers a guide on building your resume available [here](#).
- Set up an appointment with one of Rubenstein's Career Coaches - [Emily LeForce](#) or [Cathy Shiga-Gattullo](#) - or with PIP Coordinator, [Sarah Mell](#). Sarah Mell will also be available on Wednesdays from 1pm-3pm for PIP Drop-ins! Just swing by Aiken 220 to connect!

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.