



Perennial Internship Program – Summer 2026

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) 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 several ways:

- Energy and Greenhouse Gas Emissions Reductions
 - Create data visualizations for communicating greenhouse gas emissions trends.
 - Support organization and analysis of building energy data.
 - Support the Energy, Climate, and Buildings Implementation Committee with initiatives related to energy and emissions reductions in campus buildings.
- Waste Minimization
 - Analyze waste diversion data to communicate progress to broad audiences.
 - Expand and support lab recycling programs.
 - Support possible expansion of compost collection to non-residential buildings.
- Transportation Planning
 - Analyze transportation related data and update existing PowerBI dashboards.
 - Go out into field to record odometer readings for campus fleet vehicles to catalogue in a database to create a baseline
 - Support updates to Active Transportation Plan including data, maps, and analysis of trends.

***Rubenstein students currently in their sophomore and junior years are eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. ***

- Complete Bicycle Friendly University application by gathering detailed information about the campus's bicycle infrastructure, programs, and policies.
- Landscape Map Updates
 - Support updates to existing GIS maps of campus trees, pollinator gardens, and other outdoor features.
- Communications
 - Maintain and update CSP Progress Tracking GIS Storymap
 - 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 the 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).
- A 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.
- Willingness to tackle a wide range of projects and learn new skills on the job.
- This role requires working knowledge of ArcGIS and experience with analyzing and visualizing complex data. Must be comfortable learning how to use PowerBI through online trainings. Exposure to AutoCAD is a plus but not required.
- Strong research, writing, and organizational skills are required.

Supervision: Casey Smith, Renewable Energy Projects Manager

***Rubenstein students currently in their sophomore and junior years are eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. ***

Start and End Dates: Mid-May to Mid-August 2026 – exact start/end dates are negotiable

Total Hours: 240 hours over 12-16 weeks. 20 hours/week for 12 weeks is common. The 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 2026 are eligible to apply. Students graduating in May 2026 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 the 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 Wednesday, February 4th, 2026.**

4. You’ll need to upload a Resume, Cover Letter, and Recommender File in Handshake before you can apply for any Perennial Internship:

***Rubenstein students currently in their sophomore and junior years are eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. ***

- Click on your name at top right of screen in Handshake
- Select Documents.
- 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.
 - ♣ Recommender File (see below) - as you will not have access to the form, you are asked to upload a PDF with the name and email of the recommender to whom you have sent the recommender form.

5. 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 and 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 4th, deadline.**

6. 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 the PIP Coordinator, [Sarah Mell](#). Just swing by Aiken 220 to connect!

7. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an

***Rubenstein students currently in their sophomore and junior years are eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. ***

interview during late February to early March.

***Rubenstein students currently in their sophomore and junior years are eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. ***