



Student Sustainability Committee (SSC) of The University of Illinois, Urbana-Champaign

Student Sustainability Office Support Intern Job Description

The Student Sustainability Committee (SSC), supported by the Illinois Green fund, is a student-led sustainability project funding board comprised of passionate and driven individuals whose mission is to pursue sustainability through funding sustainability projects and programming on campus.

We are looking for a team player that has a passion for the planet, excels in time management, organizational skills, and written communication, and is detail-oriented.

The Student Sustainability Office Support Intern will focus on supporting the internal operations of the Student Sustainability Committee and the planning work of the SSC Associate Director.

The key responsibilities of this position include:

- tracking of, organization of, and following up on historical SSC-funded project documentation,
- conducting internet-based research on sustainability programming in higher education,
- attending and supporting the organization of SSC meetings and promotional events (e.g., set up/take down/tabling), as needed,
- attending regular office hours, *and*
- completing other tasks and projects, as assigned.

Pay: \$16.00 / Hour

Internship Duration: Assuming satisfactory progress and positive mid-year review, through completion of spring semester, 2025

Weekly Commitment: 12-15 hours per week during fall and spring semesters; summer hours may be available

Start Date: Upon hire

Minimum Eligibility: Applicants must be 2nd or 3rd year undergraduates during the 2024-2025 academic year who can commit to entire period of the internship.

Student Sustainability Committee of The University of Illinois Urbana Champaign

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