

Sustainability Procurement Coordinator

Internship (voluntary or academic credit-based)

Hours: 5-15hrs/wk (Dependent on interest/needs of applicant)

The Sustainability Procurement team is seeking several interns to assist in reaching the goals as detailed in the campus Sustainability Plan. Specific projects include:

- Decrease junk mail and catalogs coming to campus. Work with Mail Services and campus departments to decrease unwanted mail and catalogs. Requires coordination with vendors and campus departments in addition to creating a training program to educate staff on methods for decreasing the receipt of unnecessary mail.
- Increase sustainable materials options. Requires identification of sustainable options for materials utilized across campus and coordination with user departments to change to green options.
- Facilitate Campus outreach. Requires compilation of departmental purchaser information from multiple sources to allow for a coordinated effort to market green materials options.
- Decrease use of non-Energy Star equipment. Requires the performance of a campus-wide survey to determine how many non-Energy Star items are currently being utilized on campus and gathering data re: replacement with Energy Star options. The first effort will focus on copiers, refrigerators, CRTs, and printers.

Minimum Requirements:

- Effective communicator
- Strong writing skills
- Personal commitment to sustainability and the environment in your personal practices
- Experience taking personal initiative on a project
- Minimum commitment of one quarter, can continue internship through June 2009
- Minimum commitment of 5hours/week

To Apply:

Submit a **resume and a cover letter** to kathys@icess.ucsb.edu by **September 29th, 2008**. *Please include in the subject line which internship you are applying for.*

Relevant Websites:

Campus Sustainability: www.sustainability.ucsb.edu

Sustainability Plan Goals: <http://sustainability.ucsb.edu/plan/goals.php>

Questions: Contact Kathy Scheidemen, email kathys@icess.ucsb.edu or phone 805-893-7615.