

Hanley Sustainability Institute  
**Undergraduate Sustainability  
Fellowship Program:  
Campus Positions**



University  
of Dayton

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## **HSI Undergraduate Sustainability Fellowship: Campus Positions**

### **Positions:**

- Zero Waste Specialist
- Food Systems Coordinator
- Residential Energy Analyst
- Graphic Design Specialist

### **Fellowship Overview:**

The HSI Undergraduate Sustainability Fellowship program allows University of Dayton undergraduate students to explore the field of sustainability while contributing to dynamic projects/programs on our campus and in our local community.

The program will consist of two cohorts. One cohort will work on University of Dayton campus projects and the other in the Greater Dayton community through host organizations. Fellows will be co-mentored by both HSI Faculty/Staff and their host department/ site.

### **Fellowship Award:**

- \$7500 if campus housing is needed
- \$6000 if no housing is needed

**Duration:** May 13th - August 2nd, 2024

### **Requirements:**

- Attend program orientation in April: Date TBD
- Attend Midwest Sustainability Summit: May 2nd
- Attend weekly meetings as a cohort on Fridays from 9 am - 12 pm
- Present final work at Fellows Showcase lunch in August: Date TBD

**Eligibility:** University of Dayton undergraduate students from any academic discipline are eligible to apply.

**Application Process:** Submit your cover letter and resume to Student Engagement Coordinator, Sarah Richard at [srichard1@udayton.edu](mailto:srichard1@udayton.edu). The subject line should read: HSI Undergraduate Sustainability Fellowship: [Name of Position Here]

**\*Applications are due Wednesday, Jan 15th, 11:59 pm\***

Interviews will be held the week of Jan 22, 2024

Second Round Partner/Stakeholder interviews will be held at the end of January

Final Decisions will be notified by February 12, 2024

Upon review of applications, initial interviews will be held by HSI student Engagement Coordinator, Sarah Richard. Second Round interviews will be held with the campus department or host site.

**Note: Students may apply for more than one position by submitting separate cover letters applicable to each position. Please send these in separate emails.**

## **ZERO WASTE SPECIALIST**

**Job Area:** University of Dayton Hanley Sustainability Institute

**Supervised by:** Sustainability Project Coordinator

**Project Stakeholders:** Sustainability Planning and Evaluation Manager, Manager of Contracted Services & Customer Service

### **WORK ENVIRONMENT:**

While this position will be working closely with the Sustainability Project Coordinator, the student should be able to work independently and creatively problem-solve. The students will be working at Hanley Sustainability Institute located in Fitz Hall, but will also do work at other locations on UD's campus including residence halls, various dining establishments, and Old River Park. Students are to report to Fitz Hall Monday-Thursday for normal job responsibilities as well as group seminar sessions on Fridays from 9 am - 12 pm.

### **GENERAL WORK SCHEDULE:**

May 13th - August 2nd

The typical University work hours are between 8:30 am - 4:30 pm.

### **QUALIFICATIONS AND REQUIREMENTS:**

In order to be successful in this position individuals must be highly self-motivated, adaptable to change, and able to balance multiple tasks at once.

- Be able to professionally communicate and coordinate with multiple stakeholders.
- Have a general interest and understanding of zero waste principles and waste reduction practices.
- Willingness to perform hands-on tasks such as conducting waste audits and setting up waste bins.
- Have a minimum cumulative Grade Point Average (GPA) of 3.0
  - If your GPA is below this, please include a brief statement in your application detailing any circumstances, achievements, or experiences that showcase your qualifications. We value diversity in academic backgrounds and consider the whole candidate.

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

This pivotal role is geared towards spearheading sustainable waste management initiatives within our campus community. The selected fellow will be responsible for researching waste reduction strategies and best practices tailored to our campus environment.

A primary focus will be crafting and implementing a pilot waste management system in a designated campus location, aiming to significantly reduce waste output while ensuring efficient and effective waste handling. This fellow will work closely with the Food Systems Coordinator Fellow to drive zero-waste events and initiatives aimed at minimizing waste related to dining services including but not limited to food waste and single-use plastics campus-wide.

- Conduct research on best practices for campus waste management systems and waste reduction campaigns.
- Design and implement a pilot waste system in a specific location on campus (residence hall, dining establishment, etc).
- Work closely with the Food Systems Coordinator Fellow on projects such as zero waste events and the reduction of single-use plastic in dining locations
- Support any additional on-campus summer events that require sustainability project support and education (examples include: reunion weekend, volunteer days, etc.)

## **FOOD SYSTEMS COORDINATOR**

**Job Area:** University of Dayton Hanley Sustainability Institute

**Supervised by:** Sustainability Project Coordinator

**Project Stakeholders:** Dining Services, Office of Energy and Sustainability, Brook Center

### **WORK ENVIRONMENT:**

While this position will be working closely with the Sustainability Project Coordinator, the student should be able to work independently and creatively problem-solve. The students will be working at Hanley Sustainability Institute located in Fitz Hall, but will also do work at other locations on UD's campus including various dining establishments and Old River Park. Students are to report to Fitz Hall Monday-Thursday for normal job responsibilities as well as group seminar sessions on Fridays from 9 am - 12 pm.

### **GENERAL WORK SCHEDULE:**

May 13th - August 2nd

The typical University work hours are between 8:30 am - 4:30 pm.

### **QUALIFICATIONS AND REQUIREMENTS:**

In order to be successful in this position individuals must be highly self-motivated, adaptable to change, and able to balance multiple tasks at once.

- Be able to professionally communicate and coordinate with multiple stakeholders.
- Have a general interest and understanding of complex food systems and how they relate to sustainability.
- Willingness to perform hands-on tasks.
- Have a minimum cumulative Grade Point Average (GPA) of 3.0.
  - If your GPA is below this, please include a brief statement in your application detailing any circumstances, achievements, or experiences that showcase your qualifications. We value diversity in academic backgrounds and consider the whole candidate.

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

- Research and design educational materials for encouraging more sustainable dining practices such as promoting sustainable diets or encouraging reusables.
- Develop and implement strategies for increasing the use of the Go Green reusable containers.
- Support dining staff on the reduction of food waste by evaluating waste and composting amounts and making recommendations for improvements.
- Effectively collaborate with campus stakeholders for projects that increase food access to students such as programming at the campus garden and a summer CSA program for students living on campus.
- Work closely with the Zero Waste Specialist Fellow on projects such as zero waste events and the reduction of single-use plastic in dining locations.
- Support any additional on-campus summer events that require sustainability project support and education (examples include: reunion weekend, volunteer days, etc.).

## **RESIDENTIAL ENERGY ANALYST**

**Job Area:** University of Dayton Hanley Sustainability Institute

**Supervised by:** Sustainability Project Coordinator

**Project Stakeholders:** Energy Manager, Director of GIS Management and Environmental Sustainability Project Development

### **WORK ENVIRONMENT:**

While this position will be working closely with the Sustainability Project Coordinator, the student should be able to work independently and creatively problem-solve. The students will be working at Hanley Sustainability Institute located in Fitz Hall, but will also do work at other locations on UD's campus including Old River Park and the Student Neighborhood. Students are to report to Fitz Hall Monday-Thursday for normal job responsibilities as well as group seminar sessions on Fridays from 9 am - 12 pm.

### **GENERAL WORK SCHEDULE:**

May 13th - August 2nd

The typical University work hours are between 8:30 am - 4:30 pm.

### **QUALIFICATIONS AND REQUIREMENTS:**

In order to be successful in this position individuals must be highly self-motivated, adaptable to change, and able to balance multiple tasks at once.

- Be able to professionally communicate and coordinate with multiple stakeholders.
- Be able to collect, organize, and analyze energy data.
- Have preliminary skills in excel or another coding language.
- Have a general interest and understanding of energy efficiency and energy assessments.
- Have a minimum cumulative Grade Point Average (GPA) of 3.0.
  - If your GPA is below this, please include a brief statement in your application detailing any circumstances, achievements, or experiences that showcase your qualifications. We value diversity in academic backgrounds and consider the whole candidate.

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

- Research and draft a methodology for assessing and prioritizing locations for future energy efficiency improvements.
- Analyze residential energy data and identify areas for improvements.
- Conduct residential energy audits on houses in the Student Neighborhood to increase energy efficiency and decrease emissions.
- Support the implementation of energy upgrades in houses in the Student Neighborhood.
- Based on findings from research and best practices, offer recommendations for future energy reduction through educational initiatives or physical improvements.
- Support any additional on-campus summer events that require sustainability project support and education (examples include: reunion weekend, volunteer days, etc.)

## **GRAPHIC DESIGN SPECIALIST**

**Job Area:** University of Dayton Hanley Sustainability Institute

**Supervised by:** Student Engagement Coordinator

**Project Stakeholders:** Division of University Marketing and Communications

### **WORK ENVIRONMENT:**

While this position will be working closely with the Student Engagement Coordinator, the student should be able to work independently and creatively problem-solve. The students will be working at Hanley Sustainability Institute located in Fitz Hall. Regular meetings and technical support will be facilitated by the University of Dayton Division of University Marketing and Communication.

Students are to report to Fitz Hall Monday-Thursday for normal job responsibilities as well as group seminar sessions on Fridays from 9 am - 12 pm.

### **GENERAL WORK SCHEDULE:**

May 13th - August 2nd

The typical University work hours are between 8:30 am - 4:30 pm.

### **QUALIFICATIONS AND REQUIREMENTS:**

In order to be successful in this position individuals must be highly self-motivated, adaptable to change, and able to balance multiple tasks at once.

- Be able to professionally communicate and coordinate with multiple stakeholders.
- Have a general interest and understanding of sustainability.
- Working knowledge of Adobe Creative Cloud (InDesign, Photoshop, Illustrator).
- Familiarity with cloud-based applications for file sharing and asset management (Box or Google Drive).
- Experience following a brand and working with brand guidelines.
- Photography experience is a plus.
- Have a minimum cumulative Grade Point Average (GPA) of 3.0.
  - If your GPA is below this, please include a brief statement in your application detailing any circumstances, achievements, or experiences that showcase your qualifications. We value diversity in academic backgrounds and consider the whole candidate.

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

This position plays a crucial role in strengthening the brand identity for the Hanley Sustainability Institute in alignment with the University of Dayton's Brand Guidelines. By leveraging a deep understanding of the University's brand framework, the Graphic Design Summer Fellow will contribute to articulating and refining visual and messaging components that not only showcase the impactful work of the Hanley Sustainability Institute but also effectively communicate the collaborative efforts of various sustainability partners across the campus.

This role will employ creative expertise in design, communication strategies, and adherence to established brand guidelines to ensure that the Hanley Sustainability Institute's mission, values, and initiatives are distinctly represented. The Summer Fellow will help elevate the visibility and recognition of sustainability endeavors across the University of Dayton campus.

#### **Brand Identity Development:**

- Collaborate with the University of Dayton Division of University Marketing and Communications to develop a brand identity for the Hanley Sustainability Institute.

#### **Support Other Summer Fellows' Projects:**

- Assist in designing materials and devising communication strategies for diverse sustainability projects and initiatives led by campus partners and fellow peers.
  - Go Green Containers
  - Low Carbon Diet Signage

- Waste Signage
- Move-In and Move-Out sustainability efforts
- Campus Composting Program
- Additional Educational Signage
- Assisting in various initiatives related to the implementation of Sustainability Goals

Evaluate and Implement Communication Best Practices:

- Research and implement effective communication strategies for sustainability initiatives.
- Craft compelling storytelling methods to enhance messaging.

On-Campus Sustainability Events Support:

- Support any additional on-campus summer events that require sustainability project support and education (examples include: reunion weekend, volunteer days, etc)