

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

**Recycling Internship
Oregon Science Health Institute (OHSU)**

This is a part-time position under the supervision of the OHSU Resources Manager. The intern will assist in supporting the Recycling program at OHSU

Description: The intern will assist in supporting the Recycling program at OHSU. 1. Assist in developing a plan to reinvent or improve existing recycling program. 2 .Assist with Waste Audits within OHSU Campus Building – Report recommendations on how best to implement ways to increase recycling efforts within the various departments. 3. Assist in creating new signs/poster to be installed in recycling areas. 4. Assist with stocking office supply area. 5. Prepare and organize recycling fair – creating signs, locating location, responding to questions. 6. Assist in answering recycling phone for pick up request. Position pays \$10.00/hr. Please submit a resumes and cover letter.

SAMPLE