# Summer 2018 Internship Guide

Please complete and FAX back to (856) 256-5668 or EMAIL to dworkin@rowan.edu

| Name of Company / Association / Organization | Greener by Design LLC |
| Internship Coordinator Carol Mendez          | Coordinator's Phone / Email cmendez@gbdtoday.com |
| Location of Internship New Brunswick         | # of Summer 2017-8 Interns Accepted 1 |
| Dates / Length of Summer Internship flexible | Required Hours/Week Flexible at least 8 hours |
| Is there some type of salary or stipend? no | If so, how much? |

What is the application process? (please include deadlines and other requirements. Feel free to attach additional pages)

- send email with resume to Carol at cmendez@gbdtoday.com, then she will reach out to prospective intern for an interview.

After interview, a few weeks later, we would get back to the intern on the decision

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**Intern work areas:**
- Clerical
- Research X
- Errands
- Organizing

Please explain the work that will be required of the intern: See description attached

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Will there be opportunities for the intern to observe:

- Internal strategy sessions? X
- Legislative sessions? ______
- Committee hearings? ______

Is the intern expected to work evenings and weekends? If so, please explain: No

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Do you have any suggestions for the applicants?

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THIS ELECTRONIC DOCUMENT DEMONSTRATES ROWAN'S COMMITMENT TO BEING ENVIRONMENTALLY RESPONSIBLE.
GbD Internship

Greener by Design is a Sustainable Energy and Environmental Asset Management consulting firm, with clients ranging from municipalities, counties and other public clientele to private clients including waste to energy facilities, refrigerated warehouses, and innovative technologies, among others. Internship responsibilities at Greener by Design will include:

- Office responsibilities
- Federal, state, local and private grant funding research
- Compiling data and information for client meetings.
- Opportunities to accompany senior management to a variety of meetings
- Work closely with GbD employees on a variety of projects.

This internship intends to offer students the opportunity to expand their knowledge of the sustainable energy sector.

If further information is needed, please contact me at cmendez@gbdtoday.com or 732-253-7717.

Carol Mendez
Greener by Design
Senior Project Manager/Chemical Engineer

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