Since its opening in 1891, Stanford has been dedicated to finding solutions to big challenges and to preparing students for leadership in a complex world. Residential & Dining Enterprises (R&DE), the largest auxiliary organization at Stanford University, supports the academic mission of the University by providing the highest quality services to students and other members of the university community in a sustainable and fiscally responsible manner.

The Department is the steward for one-third of Stanford’s physical plant. R&DE comprises 800+ staff in the following divisions: the Office of the Senior Associate Vice Provost, Student Housing, Stanford Dining, Stanford Hospitality & Auxiliaries, Stanford Conferences. R&DE houses 13,000+ students and their dependents while serving over 6.5 million meals annually to students, conference, catering, retail, and concession guests.

R&DE Stanford Dining is a leader in developing best practices to promote healthy, more sustainable food choices through innovative design of the dining experience. We treat our dining halls as living laboratories – dynamic learning environments where we bridge applied research and education with operational innovations. In support of the academic mission of the University, R&DE Stanford Dining offers students the opportunity to collaborate with experts in food, nutrition, and sustainability on projects and programs that promote a healthy, sustainable, delicious food environment at Stanford.

Job purpose:

To support R&DE Stanford Dining programs, research, and educational initiatives that promote healthy and sustainable food systems. Interns will collaborate with R&DE Stanford Dining subject matter experts in nutrition and sustainability on a variety of research, education, and campus engagement initiatives, and provide student perspectives on key dining strategies.
In R&DE Stanford Dining, we believe in encouraging students' interests and passions. Student interns will have the opportunity to engage in projects and initiatives that can have a lasting impact on the department. The internship experience will include a combination of R&DE Stanford Dining initiatives and student-driven projects to provide an educational and impactful experience for students. We are looking for students with a wide variety of skills and experiences, and each intern's skill set will be used to tailor their experience.

**Job duties may include:**

- Contribute to editorial calendar and design social media posts promoting nutrition, sustainability and culinary initiatives
- Create educational materials and write articles for R&DE Stanford Dining and Stanford Food Institute newsletters
- Participate in student engagement activities and education on culinary, nutrition, and/or sustainability topics
- Conduct tasting tables in coordination with chefs to promote healthy/sustainable foods in the dining halls
- Collect data in the dining halls for audits and research projects
- Solicit and provide student feedback to R&DE Stanford Dining
- Attend intern meetings, whether in person or virtually
- Assist with ongoing R&DE Stanford Dining initiatives such as food donation and R&DE Food Pantry Pop-Up
- Support conferences, guest speakers, or other special events hosted Stanford Food Institute

**Requirements:**

Maximum of 10 hours per week.
Strong interest in the food/nutrition/sustainability fields.

**Range of Skills Preferred:**

- Ability to take guidance from subject matter experts and follow through with tasks independently
- Excellent communication and organizational skills
- Ability to work autonomously with critical thinking and attention to detail
- Technical skills, including experience with the Google Suite
- Social media experience
- Team player
- Data collection, statistical and graphical analysis of data
- Ability to maintain quality and safety standards
- Time management

Certifications And Licenses

Student interns will be required to obtain the following certifications once hired (the time to take the certification will be paid as working time):

- CITI certification
- Food Handlers certification

PHYSICAL REQUIREMENTS*

Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

- Frequently stand/walk, sitting, grasp lightly/fine manipulation.
- Rarely lift/carry/push/pull objects that weigh 11-20 pounds.

WORKING CONDITIONS:

Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, [http://adminguide.stanford.edu](http://adminguide.stanford.edu)