Mentor's (staff supervisor) name and department: April Exner Nycum and Kathleen Rogers (co-mentors)

Position title: Green Procurement Intern

Please describe the role of the primary staff mentor: Staff Mentors will orient the intern to the Procurement Services Department, the work performed here, and how this work supports the campus mission and UCSC as a whole. Staff Mentors will work with the student intern to create a work plan for the project/internship and provide guidance and input in the student's approach to the project, while encouraging independent initiative to achieve success.

Please provide a brief summary of your proposed internship (1-2 paragraphs)
The goal of our proposed internship is to create sustainability benchmarking tools and metrics for measuring supply chain behavior. To achieve this goal we've identified two key objectives that the intern will incorporate into their project: 1) research and recommend tools for benchmarking supplier sustainability, and 2) develop metrics to measure supplier progress toward more sustainable business practices and operations. The intern will interview Procurement representatives from other higher education (HE) institutions to understand what benchmarks are being used by others, as well as perform extensive web research to further this discovery. The intern will then recommend benchmarking tools/strategies for testing by UCSC Procurement Services. Once the benchmarks are available, the intern will assist the department in creating metrics to measure and track supplier sustainability progress.

During the project, the intern will be invited to participate in supplier business reviews as available to gain an understanding of the challenges faced by both the supplier and the University in measuring and tracking sustainability metrics. The intern will also be a key member of the Green Purchasing Working Group (GPWeG) and will attend bimonthly meetings and report progress to the group. There may also be opportunities for the intern to participate in intercampus and UCOP working groups.

What identifiable product or result do you expect the intern to achieve by the end of their internship?
The intern will have created Procurement benchmarking tools and metrics which procurement professionals will use to track supply chain performance toward
sustainability goals. The intern will have received professional development and hands-on experience with supply chain metrics with this project.

**Statement of Duties including % of time and description of duties:**
The intern will perform the following tasks:
40% research including interviewing procurement professionals at other HE institutions, Web research, and supplier interaction.
40% benchmarking and metrics tool development
20% final presentation and training

**What skills will this internship strengthen?** Effective communication, collaboration, critical thinking, organization, presentation, professional behavior/demeanor, project management (including time management)

**What value does this internship have for your unit/department and for the campus as a whole?**
This is a key CSP 2013-2016 goal for Procurement Services. A student intern focused on this goal provides the resource we do not currently have to address this key goal.

**How will you evaluate your intern’s success?**
Success will be evaluated using milestones of the intern's work plan, performance to work plan (milestones on time, on track), quality of completed tasks (communicated clearly, audience appropriate, feedback from stakeholders, intern’s bimonthly reporting to GPWeG.

**What staff, other than you, will the student intern interact with regularly and in what capacity?**
Student intern will interact primarily with April Exner Nycum and Kathleen Rogers, other staff as required.

**If there are any resources that the intern will need that your office cannot provide, please explain (i.e. computer, printer, key documents?)** The student intern will need to provide their own laptop computer.

- Questions? Email psi@ucsc.edu