

Position: Sustainable Procurement Intern**Available to: Currently enrolled undergraduate and graduate students****Term: Summer 2018***Position Description:*

Emory's Office of Sustainability Initiatives (OSI) is seeking qualified students to participate in our student internship program. OSI relies heavily on the work of students for research, data collection, benchmarking, implementation, and outreach in all areas of sustainability. The Sustainable Procurement intern will support the sustainable purchasing-related programs at Emory, which could include catering & events, developing a "green catalogue" with Staples, supply chain improvement priorities, best practices through the Sustainable Purchasing Leadership Council, and a tool for encouraging full-cost accounting in purchasing. The intern will work directly with both OSI and the Emory Procurement department, and will have the opportunity to support other OSI activities, such as tabling at campus events, zero-waste events, and educational presentations to campus groups when appropriate. During the summer, interns will be offered and expected to work a minimum of 10 hours per week up to a maximum of 20 hours per week and will be expected to have availability during business hours. OSI does not have extra office space for students, so work is done remotely with regular meetings with staff to discuss projects.

Desired Qualifications:

- Strong written, verbal and analytical skills
- Strong initiative, task-orientation, and attention to detail
- Interest in and understanding of principles of sustainability and environmental stewardship
- Comfortable working independently with regular check-ins on activity and progress

Eligibility:

All undergraduate and graduate students enrolled at Emory University may apply. All majors welcome, but those seeking experience in a field related to sustainability are preferred.

To Apply:

Submit your resume, cover letter, and availability (hours/week, start date, end date and any weeks you will be on vacation) to Taylor Spicer at tspicer@emory.edu. Application materials are due **by 8:00 am on Wednesday, March 28, 2018**. Top applicants will be invited for interviews soon after.

In your cover letter, please:

- Discuss any experiences that have shaped your interest in sustainability
- Indicate your interest in sustainable procurement and any experience that may relate
- Explain how the internship will contribute to your academic and professional development