

Position: General Sustainability Intern (hybrid program)

Available to: Currently enrolled undergraduate and graduate students

Term: Spring 2025

Pay: \$15.00/hour for undergraduate students; \$16.00/hour for graduate students

Position Description

Emory's Office of Sustainability Initiatives (OSI) is seeking qualified students to participate in our student internship program. OSI relies on the work of students for research, data collection and analysis, benchmarking, implementation, and outreach in all areas of sustainability. Based on students' interests and OSI's needs, General Sustainability Interns work on a variety of projects and programs that span all OSI's mission areas (Academics, Biodiversity & Landscapes, Buildings, Climate & Air, Energy, Food & Dining, Purchasing, Social Justice, Transportation, Waste, Water, and Wellbeing) that are deployed across Emory University campuses and Emory Healthcare locations.

Interns may work up to 10 hours per week, depending on OSI's needs and the intern's availability. This spring, this internship will be conducted in a hybrid format – in-person and remote. Weekly intern meetings generally alternate between the two formats. Interns are expected to attend most if not all meetings and provide advance notice if they are not able to attend.

Desired Qualifications

- Ability to employ multiple interpersonal, academic and qualitative research approaches to collecting information and synthesizing it into research briefs
- Strong initiative, task-orientation, and attention to detail
- Interest in and understanding of principles of sustainability and social justice
- Comfort working independently with regular check-ins on activity and progress
- Enthusiasm about working on a collaborative and communicative team
- Willingness to present as well as interact at tabling or other public events
- Interest or skills in graphic design, data analysis, social media communications, and/or outreach and event coordination are not required qualifications but are a plus.

Specific Roles

In addition to the general responsibilities described previously, OSI operates a variety of programs and initiatives that benefit from the skills, enthusiasm and perspective that students bring. These include:

- Communications: drafting content for newsletter, social media and other OSI activities.
- Green Office and Green Labs: reviewing and evaluating applications submitted via these programs and assisting OSI staff with other program activities as needed.

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

Applications will be **accepted and reviewed on a rolling basis**, and positions fill quickly, so please submit your resume, cover letter, and availability (hours/week, start date, end date) to emorysustainability@emory.edu. Top applicants will be invited for interviews soon after.

In your cover letter, please:

- Discuss any experiences that have shaped your interest in sustainability and skills you think you would contribute to the OSI team.
- Indicate the specific OSI initiatives and/or projects and programs in which you have interest or questions, especially those listed in the “Specific Roles” section.
- Explain how the internship will contribute to your academic and professional development **OR if you are an existing or past OSI intern**, please describe what you learned or valued from your previous experience and what additional value you can gain from continuing as an intern.