**Position: General Sustainability Intern**

**Available to: Currently enrolled undergraduate and graduate students (Multiple Positions)**

**Term: Fall 2019**

*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, outreach, and communications in all areas of sustainability. Based on student interests and OSI’s needs, General Sustainability Interns work on a variety of projects and programs that span all of OSI’s initiatives areas (Academics, Biodiversity & Landscape, Buildings, Climate Solutions, Energy, Food & Dining, Purchasing, Social Justice, Transportation, Waste, Water, and Wellbeing). Some General Interns are tasked with contributing to one of OSI’s distinct programs or projects:

* [WaterHub student tour guide program](https://news.emory.edu/stories/2016/03/er_take_note_waterhub_docents/campus.html)
* [Green Labs](https://sustainability.emory.edu/programs/green-labs-at-emory/)
* [Green Office](https://sustainability.emory.edu/programs/green-offices-at-emory/)
* [Sustainable Events](https://sustainability.emory.edu/programs/sustainable-events-at-emory/)
* [Emory Healthcare](https://sustainability.emory.edu/healthcare-staff/)
* Sustainable purchasing policies and supply chains ([Procurement](https://www.finance.emory.edu/home/Procure%20and%20Pay/Sustainability/index.html))

The intern can expect to support other OSI activities, such as tabling at campus events, zero-landfill waste events, website updates, writing articles, and educational presentations to campus groups when appropriate. Interns will be offered and expected to work between 10 and 15 hours per week. 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 and verbal communication 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](mailto:tspicer@emory.edu). Application materials will be accepted on a rolling basis but are due **by 12:00 pm on Tuesday, September 3, 2019.** 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 the specific OSI initiatives and/or projects and programs in which you have interest (e.g. Green Office, Sustainable Events, Climate Solutions, Procurement, etc.)
* Explain how the internship will contribute to your academic and professional development