

Position: Climate Action Qualitative Data Analysis Intern (hybrid program)**Available to: Currently enrolled graduate students****Term: Spring 2023****Pay: \$13/hour for non-REAL graduate students; \$15/hour for REAL students***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 and analysis, benchmarking, implementation, and outreach in all areas of sustainability. The Climate Action Qualitative Data Analysis Intern will support Emory's current climate action planning process by assessing the outputs from six "[Community Conversations: Emory Talks Climate Action](#)." This Intern will clean, vet, and code qualitative data and create briefings from each session that include narrative, quantitative, and data visualization elements. The briefings will be utilized by the Climate Action Task Force leading Emory's climate action planning process.

Interns are expected to work 5-10 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. OSI does have office space in the 1599 Clifton Road building from which interns may choose to work.

Desired Qualifications:

- Some experience using qualitative data analysis techniques in Excel to produce syntheses and data visualizations
- Ability to employ multiple interpersonal, internet, academic and qualitative research approaches to collecting information and then 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

Eligibility: All 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**, but please submit your resume, cover letter, and availability (hours/week, start date, end date) to Taylor Spicer at tspicer@emory.edu by **8:00 am on Tuesday, November 29**. 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.
- Describe your experience using qualitative data analysis and data visualization skills.
- Explain how the internship will contribute to your academic and professional development.