

**Position: Green Labs Intern (hybrid program)**

**Available to: Currently enrolled undergraduate and graduate students**

**Term: Fall 2023**

**Pay: \$13.50/hour for undergraduate students; \$13.50+/hour for graduate students**

**Position Description**

Emory's Office of Sustainability is seeking an intern to work on the implementation of the Green Labs program. This will entail a variety of tasks that may include but are not limited to:

- Managing the Green Labs at Emory certification program: recruiting labs to get certified, processing certifications, recognizing certified labs, and assisting with certifications and follow-up actions.
- Attending Green Labs meetings bi-monthly and taking minutes
- Following up on bi-monthly meetings with any research needs that are identified
- Conducting research related to energy, waste, water, chemical use & recycling, ventilation, procurement, and behavior change in university laboratories
- Collaborating with Green Lab Team members and other Emory departments as needed for research and other needs or projects identified by the Green Lab Team
- Drafting creative outreach & educational materials for program implementation, including a monthly newsletter for certified labs
- Writing articles/reports for the Emory Report, AASHE Bulletin, website content, etc.

Interns are expected to work up to 10 hours per week, depending on OSI's needs and the intern's availability. This fall, this internship will be conducted in a hybrid format – in-person and remote.

**Desired Qualifications**

- Comfortable working independently with regular check-ins on activity and progress
- Previous research experience and a willingness to contact outside organizations for benchmarking purposes
- Strong writing skills with experience writing research reports, articles, blogs
- Ability to communicate well with other Emory departments
- Experience working in research laboratories with particular knowledge of Emory labs a plus
- Interest in sustainability and understanding of principles of sustainability and environmental stewardship

**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**, but please submit your resume, cover letter, and availability (hours/week, start date, end date) to [emorysustainability@emory.edu](mailto: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.
- Explain how the internship will contribute to your academic and professional development.