Position: General Sustainability Intern
Available to: Currently enrolled undergraduate and graduate students
Term: Summer 2025 (May- August)
Pay: $15/hour for undergraduate students; $17/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 heavily 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, Transportation, Waste, Water, and Wellbeing) that are deployed across Emory University campuses and Emory Healthcare locations.

Interns may work up to 20 hours per week, depending on OSI's needs and the intern's availability. This summer, this internship will be conducted in a remote format, including weekly intern meetings, unless circumstances warrant in-person meetings. Interns are expected to attend most if not all meetings and provide advance notice if they are not able to attend (please see availability requirements below).

Requested Qualifications:

- Ability to employ multiple interpersonal, internet, 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 (if you are on-campus during the summer)
- **Availability during weekday business hours (9-5) for a weekly one-hour intern meeting (required).**

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.
- Zero Waste and Sustainable Events: reviewing and evaluating applications submitted for Sustainable Event certification, serving at large campus gatherings (e.g. Commencement) as a Zero Waste Ambassador (academic-year only) and supporting zero-waste education and communications.
- Farmers Market: supporting the Emory Farmers Market primarily through creating communications and marketing materials for email, social media and other formats.

Eligibility

All undergraduate and graduate students enrolled at Emory University are invited to apply. All majors are welcome, but those seeking experience in a field related to sustainability are preferred. This position is for a student who would like to work up to 20 hours per week and no more.

To Apply

Applications will be **accepted Between March 4 and March 17, 11:59 p.m**. Please submit the following:
- your resume,
- a cover letter,
- a writing sample (see below), and
- your 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.
- 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.

Writing Sample

We request a brief writing sample. Please select and answer **one** of the following prompts. Please select the prompt that best reflects the work you hope to do with OSI (i.e., please answer prompt #1 if you hope to perform more research-oriented work and respond to prompt #2 if you hope to perform more communications-oriented work.)

1. Please select one of the seventeen [United Nations Sustainable Development Goals](#) (SDGs) and answer the question: how should Emory advance this Sustainable Development Goal? Do not exceed 600 words.

Demonstrate in your answer that you have conducted thorough research on Emory's existing work, peer higher education institutions' existing work, and sustainability best practices related to your SDG. Please cite any sources in the citation style of your choice.

2. Please select a completed [Emory Incentives Fund project](#) and write an educational news article not exceeding 300 words that announces, explains, and promotes the project to the Emory community **and** draft a social media graphic (an Instagram post, Instagram Story, LinkedIn post, etc.) that announces and advertises the [Incentives Fund application](#) that will open in May of 2025 to potential applicants. You may attach the graphic to your response email or insert it into this document.

Demonstrate in your answer that you can concisely communicate about OSI's initiatives to the Emory community and that you can create effective graphics for social media.