Position: General Sustainability Intern
Available to: Currently enrolled undergraduate and graduate students on the Emory Atlanta campus
Term: Spring 2027 (January - May)
Pay: $18/hour for undergraduate students; $20/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 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, including weekly intern meetings that generally alternate between remote and in-person. 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
- 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
- **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: developing written, graphical, photo and video content for newsletter, social media, and other OSI activities while assisting with communication data analytics.
- Zero Waste and Sustainable Events: serving at large campus gatherings (e.g., Commencement) as a Zero Waste Ambassador, and/or recruiting others (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. In-person availability between 11-2 on Tuesdays is particularly helpful for this role.

Eligibility

All undergraduate and graduate students enrolled at Emory University (Atlanta campus only) 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 10 hours per week and no more.

To Apply

Applications will be **accepted between November 3 and November 17, 11:59 p.m**. Please submit the following:

- your resume[1],
- a cover letter,
- a writing sample (see below), and
- your availability (hours/week, start date, end date) to emorysustainability@emory.edu.

Selection Criteria

OSI evaluates intern applications against the following criteria:

- Application material formatting, grammar and professional presentation
- Relevance/extent of experiences in sustainability
- Quality of Writing Sample

[1] Please ensure that your formal, given name is provided if you use alternative common names (e.g. a middle name rather than your first name, or an English nickname if you are an international student).

Use of AI for any part of the application is discouraged.

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 a current 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 OSI's eleven "Initiatives*" and answer the question: how can OSI better engage students in this area? Proposals should strive to be realistic from feasibility, cost, and other perspectives. Do not exceed 600 words.
   *"Initiatives" can be found in the drop-down menu across the top of our homepage.

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 selected initiative. 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 August 2026 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.

Emory is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or other characteristics protected by state or federal law. Emory University does not discriminate in admissions, educational programs, or employment, including

recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Students, faculty, and staff are assured of participation in university programs and in the use of facilities without such discrimination. Emory University complies with Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action (for protected veterans and individuals with disabilities). Inquiries regarding this policy should be directed to the Emory University Department of Equity and Civil Rights Compliance, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD).

Emory University is committed to ensuring equal access and providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to seek a reasonable accommodation, please contact the Department of Accessibility Services at accessibility@emory.edu or call 404-727-9877 (Voice) | 404-712-2049 (TDD). We kindly ask that requests be made at least seven business days in advance to allow adequate time for coordination.