

Sustainability Research Intern

Office of Sustainability
Academic Year 2021-2022

Position Description:

The Tufts Office of Sustainability is seeking a student to do research and write memos on various sustainability topics. This will be almost 100% computer work, involving researching a specific topic and writing a concise memo that includes a summary section with recommendations, or collecting and reporting on data. A guide on the memo style will be provided.

Sustainability memos are designed to inform decision-making, determine best practice around given topics, and/or do benchmarking research. Example memo topics include: How nine colleges achieved carbon neutrality, how to implement sustainability into the academic curriculum, other institutions' sustainable procurement policies, or a comparison of local composting companies comparing prices/pros/cons.

Occasionally, the intern may be called on to support office programs such as the carbon neutrality planning process, employee Eco-Ambassadors, the Green Office Certification program, and support other sustainability initiatives at the university.

Hours & Timeframe:

This position is an academic year position and starts in September 2021. Intern is expected to work 8-10 hours a week.

All work will be done in accordance with Tufts' COVID-19 safety protocol, including masks and distancing, including being done remotely if necessary.

Required Skills & Qualifications:

- Excellent writing and research abilities
- Time efficient with researching
- Concise writing style
- Reliable, with good time management skills
- Exceptional organizational skills
- Interest in sustainability topics and solutions
- A can-do attitude
- Comfortable talking to companies or other Offices of Sustainability via email or phone
- Working knowledge of Microsoft Word features, such as Headings and References.
- Working knowledge of Microsoft Excel

Preferred Skills & Qualifications:

- Knowledge of sustainability efforts at Tufts
- Background knowledge of environmental sustainability topics such as recycling and reducing carbon emissions
- Experience with writing memos or research papers for previous jobs/internships/classes

Pay Rate: \$13.50/hr (\$14.25 in January 2022)

Work study preferred, but not required.

Apply via Handshake with a cover letter addressed to Shoshana Dodge, along with a resume and a sample memo. A sample short memo is a document that evaluates options and gives a recommendation. Please note that applications without cover letters will not be considered. Direct questions or if you do not have access to Handshake, email Shoshana.dodge@tufts.edu.

Applications will be considered on a rolling basis until September 7th at 12:00AM. Apply sooner for first consideration.

All hiring decisions will be made by September 17th, and the internship will begin the week of September 20th.