

Office of Sustainability Research Intern

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 during the first week of 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)

Work study preferred, but not required.

Apply via Handshake with a cover letter addressed to Shoshana Blank, along with a resume. Please note that applications without cover letters will not be considered. Direct questions to Shoshana.blank@tufts.edu.

Deadline to apply is MAY 7TH

Handshake link: <https://tufts.joinhandshake.com/jobs/4741536>