

BUMC Sustainability Internship

Posted: December 20, 2021
Semester Hours: 10-20 hours/week
Available: Starting 3/1/21
Pay Range: \$14.50/hour
Open to: Graduate students studying at Boston University

General Qualifications

Candidates should be passionate about the concept and execution of sustainability on campus and possess the ability to work well individually and as part of a collaborative team.

- Strong interest in sustainability and energy-related issues
- Excellent written and oral communication skills
- Ability to work independently with minimal supervision
- Proficiency with Microsoft Excel
- Data visualization experience a plus (e.g., Power BI, Tableau)
- Lab experience a plus

Position Description

The intern serves as the face of BU Sustainability while interacting with and educating faculty, staff, and students on the Medical Campus about our programs. This position will support the needs of the BUMC community by being present and visible, building relationships, and providing customer service. This position requires a charismatic communicator who is passionate about energy efficiency, waste minimization, greenhouse gas emissions accounting, and educating their community.

Duties

- Serve as a liaison to report and act on BUMC sustainability requests/interests
 - Run office hours on behalf of BU Sustainability
 - Tabling to promote sustainability programs
- Update & disseminate guidelines for hosting sustainable events, along with a Green Catering Guide
- Liaise with BUMC Climate Action Group as a partner
- Refer staff/faculty to the Green Office and Green Department Certification programs
- Serve as a student member of BUMC Green Labs Committee
 - Participate in and take notes at BUMC Green Labs meetings
 - Coordinate distribution of smart plugs for labs to monitor energy and plug load from benchtop equipment; collect data
 - Assist with development of incentive programs, as needed
- Provide additional support to BU Sustainability projects as needed

To apply, please fill out an application via our website <https://www.bu.edu/sustainability/jobs-internships/>.