Sustainability Green Office Certification Intern

Semester Hours: 10-20 hours/week
Summer Hours: Part-time, 15-25 hours/week (May-August)
Available: Starting immediately
Paid Internship
Open to: Undergraduate and graduate students studying at Boston University

The Green Office Certification Intern manages and grows the Green Office and Green Department Certification programs for BU Sustainability, the main awareness programs for University employees. The intern serves as the face of BU Sustainability while interacting one-on-one with faculty and staff in their offices across the university. In addition, the intern will maintain the database of certified individuals. This position requires a charismatic communicator who is passionate about sustainability, energy efficiency, and educating others. The ideal candidate will be very well organized, have excellent interpersonal and presentation skills, a professional demeanor, and experience with Excel.

Duties:
- Manage Green Office and Green Department Certification programs
- Promote and grow the new Green Department Certification 2.0 in support of BU’s Climate Action targets
- Schedule and meet with faculty and staff one-on-one to discuss their sustainable habits
- Present at staff meetings
- Maintain the Green Office Metrics Database
- Work with department heads and administrators to recommend sustainable departmental policies and procedures
- Provide additional support to BU Sustainability projects as needed

Qualifications:
- 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
To apply, fill out the linked form. Please include a Resume, Cover Letter, Work Sample, and Transcript. If you have any questions, please contact, sustainability@bu.edu.