

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2025**

Organization Name: Emory Office of Sustainability Initiatives (OSI)

Address: 1599 Clifton Road, Rm. 5.413, Atlanta, GA 30032

Phone: (678) 237-9749

Web site: www.sustainability.emory.edu

Internship Supervisor: Cyrus Bhedwar

Supervisor's contact information including e-mail:

cyrus.bhedwar@emory.edu

Organization's Mission Statement: From the copy room to the operating room, from the classroom to the residence hall, the Emory Office of Sustainability Initiatives (OSI) guides efforts to meet the challenges of sustainability across all of Emory University, Oxford College and Emory Healthcare. Emory OSI carries out this imperative by helping to restore the global ecosystem, fostering healthy living and reducing the University's impact on the local environment.

Summary of organization's primary programs and services:

The following are some of OSI's major programs with which interns may be assigned to help:

- Climate action planning
- Data collection and analysis for Emory's Sustainability Tracking, Assessment, and Rating Systems (STARS) report
- Educational Gardens Project
- Green Offices
- Green Labs
- Greening Healthcare
- Sustainable Events
- Zero Waste Ambassadors
- Communications and marketing

Intern's title: General Sustainability Intern

Number of interns requested: 1

Internship project/job description (Please detail degree to which position is in-person, virtual, or hybrid.):

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, benchmarking, implementation, communications, evaluation, data collection and outreach in all areas of sustainability. Based on student interests and OSI's needs, interns work on a variety of projects throughout the summer semester in the areas of waste reduction and diversion; energy and water conservation; carbon offset programs and climate action plans; the Educational Garden Project; Green Office and Green Labs certification programs; Sustainability Vision implementation; and other sustainability initiatives.

Applicants can expect to support specific OSI programs, as well as to lead research, outreach, data, writing, and implementation tasks. The intern can also expect to support other OSI activities, such as virtual events and educational presentations to campus groups when appropriate. Selected candidates may work up to 20 hours per week.

The position is largely remote. OSI does have office space for up to two interns to work onsite; schedules and office availability, as well as confirmation of staff availability need to be coordinated with their supervisor. Interns are also expected to attend weekly meetings which alternate between in-person and virtual.

Qualifications:

- Strong written, verbal and analytical skills
- Strong initiative, task-orientation, and attention to detail
- Interest in and understanding of principles of sustainability and environmental stewardship
- Comfort working independently with regular check-ins on activity and progress

- Talent for relationship building, one-on-one outreach and education, and process follow-through
- Excellent organizational skills
- Willingness to assist with outreach at in person events (tabling, etc.)

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)?

Yes, the student must be available to work during regular business hours at some point during the week. Intern schedules can be flexible, but OSI needs a student who can be available to assist with projects, programs and email and phone communication during business hours.

Will the internship require that the student have a car?

No.

Is placement site accessible by public transit or other transportation options?

Yes, the office is adjacent to Emory Point and accessible by Emory shuttles and MARTA buses.