

# OFFICE OF SUSTAINABILITY INTERNSHIP CONSTITUTION

The Office of Sustainability invites students from any department of the Johns Hopkins University to apply to our Internship Program. Internships in the office will relate to strategic planning, project management, education and outreach, research and/or data analysis. The program aims to connect students to real world projects that are achievable during a semester(s), and contribute to lasting change at JHU. Current openings are listed at: [http://sustainability.jhu.edu/sustainability\\_champions/students/Internships](http://sustainability.jhu.edu/sustainability_champions/students/Internships).

## Expectations

We're always here to assist you, but you are expected to show initiative and follow through on your projects. Your role as an intern comes with clear expectations you will meet throughout your time with the Office of Sustainability. As with any internship or job, your work is at the sole discretion of your employer. Please read through the expectations below:

1. Learn essential skills for project management and communication, including back-casting, stakeholder engagement, and balancing project components such as regulations and codes, budget, timelines, and client requests and relationships.
2. Apply principles of systems thinking to help achieve sustainability outcomes in facilities or outreach related projects.
3. Be a part of a team-orientated, professional environment that provides a space to acquire and practice workplace etiquette.
4. Gain an understanding of how projects are initiated, pursued and completed in a university context.
5. Observe the nuances of compromise and consideration in a professional context, and how to assimilate competing ideas or viewpoints to achieve long-term success in a project or program.
6. Broaden awareness of sustainability concepts, as they apply to infrastructure, operations, and culture change.
7. Manage time effectively to complete assignments or project work, and arriving to/attending meetings and internship obligations.
8. Attend intern meetings weekly. These will be coordinated with your calendar, but you will be expected to come to JHU at Keswick, 3910 North Keswick Road, N3100 – Johns Hopkins Facilities and Real Estate. There may be other meetings requiring similar travel. All will have shuttle access.
9. Meet frequently with project supervisor, up to the determination of you and said supervisor.
10. Join in up to 3 peer activities per semester to learn about sustainability in the Baltimore community at large.
11. You are encouraged to attend key Office events, and may be asked to assist these “all hands on deck” initiatives.
12. At the start of your internship you will be expected to submit a semester work-plan outlining your goals, objectives, and deliverables for that term, and at end of the semester, you will be expected to complete a wrap up report detailing your project and the work during the semester, including status, key stakeholders and contact information, lessons learned, and next steps (as applicable).

## Compensation

Compensation will be \$12/hour.

If you're interested please apply at: <https://goo.gl/forms/IUcypMk5nQfVQQE72>