

NYU Stern Center for Sustainable Business – Sustainability Career and Alumni Mapping Project

The NYU Stern Center for Sustainable Business has an opening for an undergraduate summer intern position to assist us in building a robust Stern alumni database to enhance opportunities related to career development in sustainability.

Roles/Responsibilities:

- Conduct research using existing databases as well as internet research through portals like LinkedIn, to identify Stern alumni working at a target list of companies and/or in positions related to sustainability
- Record and enter identified alumni into a database
- Work with CSB Associate Director to craft messaging to cultivate identified alumni
- Monitor, track and follow-up with alumni to generate responses and record information
- Set-up meetings/phone calls with respondents, and accompany/support Associate Director in these meetings
- Collect and write profiles of identified alumni for inclusion on website and other media publications
- Other duties as assigned

Logistics/Details

- This is a position for roughly 15-20 hours of work per week during the summer.
- Some of that time would be spent in the Stern office; other hours can be spent working remotely
- This is a paid position of \$15/hour

To apply please submit resume and cover letter to srifkin@stern.nyu.edu with subject line “Application: NYU Stern CSB Summer Internship” OR apply through Wasserman career portal (ID 1063342)

Deadline: 3/28/17