

**NYU Stern Center for Sustainable Business
Administrative Education & Programs Intern
Fall 2026**

The NYU Stern Center for Sustainable Business (CSB) seeks a motivated and organized Student Intern to join our team for Fall 2026. The Education & Programs Intern will provide operational and administrative support to CSB's student-facing programs, events, and resources. This is an excellent opportunity for a student interested in gaining hands-on experience in program management and event operations.

The ideal candidate is highly organized, detail-oriented, and proactive, with a genuine interest in sustainability and strong communication skills. We are especially interested in a candidate who brings a current student perspective and is willing to share insight on student needs, interests, and engagement helping inform how we design and deliver programming that resonates. This position will report to Mariah Maldonado, Associate Director at NYU Stern CSB.

Roles/Responsibilities:

- Assist with preparing and formatting digital and printed materials and collateral for student-facing events and programs
- Create, maintain, and audit event specific contacts and program data in Salesforce, ensuring accuracy and consistency across records
- Prepare printed materials and staff the registration table for occasional in-person events and activities
- Support with event specific data compilation for program evaluation and impact reporting
- Conduct research on industry trends, and student opportunities to support CSB programming and advising

Evaluation Metrics:

- Student will have one meeting per week with their direct supervisor to discuss progress on priorities, projects and professional development
- Supervisor will provide student with feedback on each assignment that the student completes

Qualifications:

- Proficiency in Google Suite and Microsoft Office (Word, Excel, PowerPoint); familiarity with Canva or Salesforce a plus
- Strong organizational skills and attention to detail; ability to manage multiple tasks and meet deadlines
- Excellent written and verbal communication skills
- Interest in sustainability, social impact, business, or higher education strongly preferred
- Open to current NYU undergraduate students

Logistics:

- Position is hybrid with on-site presence as needed
- Intern will report to Mariah Maldonado, CSB Associate Director with scheduled check-ins once a week
- Position starts Fall 2026; roughly 8-10 hours a week
- Opportunity for renewal for Spring 2027
- Compensation: \$17/hour, work-study eligible

Application instructions:

To apply, please fill out an [application at this link](#) with your resume and cover letter. Please ensure to upload one PDF for both documents. Applications are considered on a rolling basis.

About CSB

The NYU Stern Center for Sustainable Business (CSB) envisions a better world through better business. CSB was founded on the principle that sustainable business is good business, and is proving the value of sustainability for business management and performance at a time when people and the planet need it most. Through education, research, and engagement, CSB prepares individuals and organizations with the knowledge, skills, and tools needed to embed social and environmental sustainability into core business strategy. In doing so, businesses reduce risk; create competitive advantage; develop innovative services, products, and processes; while improving financial performance and creating value for society. For more information, visit [CSB's website](#).