

Sustainable Endowments Institute Summer Research Fellowships

Location: Cambridge, Massachusetts, 02138, United States

Organization: Sustainable Endowments Institute

Start date: June 1, 2010

End date: August 20, 2010

Last day to apply: March 20, 2010

Paid or unpaid: Paid

Description:

The Sustainable Endowments Institute is seeking highly motivated and reliable individuals for full-time summer research fellowships. Research Fellows will collaborate on surveying and analyzing sustainability initiatives at hundreds of prominent colleges and universities in the United States and Canada to help produce the College Sustainability Report Card 2011. To view previous editions of the Report Card, visit <http://www.GreenReportCard.org>

The fellowship positions will last approximately 12 weeks, starting in June 2009. Flexible scheduling arrangements would be considered in certain circumstances.

The Institute's successful research fellows program is entering its fifth summer and has involved undergraduate/graduate students and alumni from dozens of leading schools including: Brandeis, Brown, Columbia, Cornell, Dartmouth, Harvard, Kalamazoo, Michigan, Northeastern, Penn, Stanford, UC Santa Barbara, Vermont Law School, and Williams.

The Sustainable Endowments Institute is a nonprofit organization engaged in research and education to advance sustainability in campus operations and endowment practices. Founded in 2005, the Institute is a special project of Rockefeller Philanthropy Advisors. Located in Harvard Square, Cambridge, our office is easily accessible by public transportation. We encourage applicants to familiarize themselves with our website before applying: www.GreenReportCard.org

Responsibilities:

The Research Fellow's job duties include, but are not limited to:

- Working with Institute staff on current and new research
- Conducting web research on sustainability programs
- Data analysis and entry
- Maintenance of Excel databases
- Reviewing, verifying, and updating previously gathered material
- Coordinating information with other Research Fellows and Institute staff
- Designing/administering surveys of university officials
- Developing innovative outreach strategies to connect with new constituencies

Qualifications:

- Experience with advancing sustainability on campus

- Ability to navigate the internet and conduct research
- Proficiency in Word and Excel
- Strong oral and written communication
- Ability to succinctly summarize data
- Excellent organizational skills, attention to detail
- Flexible and cooperative work ethic
- Experience designing and administering surveys, or coursework in survey methodology

Compensation:

Competitive compensation commensurate with experience.

Application deadline:

Applications will be considered on a rolling basis. For the best chance of being offered a Research Fellow position, applicants should apply as soon as possible.

Application instructions:

Candidates should submit a resume, cover letter, and writing sample as Microsoft Word or PDF file attachments. Send to Mark Orłowski, Executive Director at the following email: [jobs\(at\)endowmentinstitute.org](mailto:jobs@endowmentinstitute.org).

Please address the following questions within the body of your cover letter:

- How did you hear about Summer Research Fellows opportunity?
- Why are you interested in working for the Sustainable Endowments Institute?
- What experiences—work-related or otherwise—have you had on the topic of environmental sustainability in higher education?
- What set of skills or experiences do you have to offer that will be particularly beneficial in pursuing the mission of the Institute?
- Do you have any experience in succinctly summarizing large amounts of data?
- What are you hoping to gain from a position at SEI?

The Sustainable Endowments Institute is an equal opportunity employer and seeks qualified applicants without regard to race, color, gender, religion, national origin, age, disability, marital status, or sexual orientation.