

# Steelcase Global Sustainability Intern Position

**Position:** Global Sustainability Intern

**Hours:** 20 hours per school week & 40 hours per summer week. Flexible hours may be available.

**Length of Position:** 11 months (April – February).

**Preferred Majors:** Chemistry, Engineering, Sustainable Business, Environmental Science  
Operations Research, and/or Systems Engineering.

**Minimum GPA:** 3.0

## Skills:

- Excellent written, verbal, and email communications skills.
- Ability to quickly learn new computer programs.
- Proficiency in Microsoft Office suite, including **Excel**, Word, and Outlook.
- Ability to engage multiple stakeholders involved in the data analytics platform.
- Ability to communicate conclusions on material analysis with Steelcase supply chain, and engineering.
- Ability to work in a team and share progress with teammates.
- Critical thinking skills necessary to continuously improve data gathering process.
- Ability to use data analytics to convey sustainability metrics.

## Job Description:

This internship opening is for a Global Sustainability Intern who will work with the Steelcase suppliers and engineers to collect, analyze, and report on materials chemistry data. In addition, the intern will be working to understand and develop the data infrastructure of the Global Sustainability team. The intern will report to Steelcase Global Sustainability (GS).

Responsibilities include, but are not limited to:

- Requesting and managing materials chemistry data requests with Steelcase suppliers.
- Analyzing submitted data and providing feedback to suppliers.
- Compiling summary reports of materials chemistry and sustainability findings.
- Following standard work instructions and other direction from Steelcase GS team members.
- Data entry into the Steelcase materials chemistry database.
- Helping to design more efficient data gathering and tracking process.
- Developing Excel sheets to track products.
- Use analytics and visualizations to convey sustainability data.

The position of Global Sustainability Intern will work closely with a variety of internal and external stakeholders including the Global Sustainability, Global Sustainability Initiatives, Global Procurement, Engineering, Product Marketing and Product Development functions, and Steelcase suppliers.

Prior to the interview please send your resume, at least one letter of recommendation, a current weekly schedule and, your ability to meet the 20/ 40-hour commitment weekly to Aaron Marshall ([amarshal@steelcase.com](mailto:amarshal@steelcase.com)), Garah Luff ([gluff@steelcase.com](mailto:gluff@steelcase.com)), and Tammy Ayers ([tayers@steelcase.com](mailto:tayers@steelcase.com)).

***Note:** To be eligible for this internship, candidate must be able to pass a drug test.  
In addition, this internship position does not guarantee full-time employment at Steelcase.*