PSU Green Leasing Summer Internship

**Background:** Portland State University has over 100,000 square feet of leased space on campus, with more to come online as new buildings are developed. Standardizing sustainable practices among diverse retail tenants can be challenging; thus, there is interest in exploring options to develop pilot lease language to better promote sustainable practices for PSU’s tenants.

**Primary Responsibilities:**
The goal of this project is to develop standard “green lease” language to include in PSU’s lease contracts with tenants, as well as to develop resources to help implement PSU’s green leasing program. This project will require a combination of research and policy development, including best practice research on existing green lease language used at other universities or organizations, conducting interviews with key stakeholders, exploration of incentive structures, data collection about current practices and barriers, and working with staff to develop draft lease language. It will be important to develop a Green Leasing program that will be flexible enough to be well-received by both small business owners and large corporations alike. The Green Leasing intern position will report jointly to Laurel Brown, PSU’s Assistant Director of Property Management and Zone Maintenance, Molly Bressers, the Program Development Coordinator in the Campus Sustainability Office, and Megan Schneider, the FPM Education Coordinator. The Green Leasing intern will be responsible for coordinating tasks with supervisors.

The internship is intended to be completed during Summer 2017. The intern will play a significant role in the development and completion of the following tasks:

**Background research**
- Research best practices and relevant case studies of green leasing protocols/language at comparable institutions
  - This could include, but is not limited to; other universities, campus based organizations (hospitals, Nike, etc.), Building Owners and Managers Association (BOMA), General Services Administration (GSA), or individual property owners that may have developed standard lease language around sustainability. This would also include making direct contact with such institutions such as NYU regarding their [Green Lease Guide](#).
- Research relevant regulatory frameworks from the city, county or elsewhere that may impact, influence, or support the implementation of a green lease (e.g. recycling or energy conservation goals or requirements)
  - Resources such as the [Sustainability at Work](#) certification process currently available through the City of Portland may be explored as guides
- Research and align Green Leasing with FPM/PCRE/FADM and PSU’s institutional context (mission, values, strategic plan)
- Research various incentive-based approaches for incorporating a green lease framework
• Prepare a mid-project report and presentation for key stakeholders that describes the landscape and various approaches that other organizations have taken to implement green lease programs, as well as the opportunities and challenges.

Tenant engagement
• Create a matrix of existing leases types and lease spaces on campus (ex. restaurant, retail, etc.) in order to fully understand the different types of tenants on-campus
• Based on best practice research and existing leases at PSU, develop recommendations for green lease language to be included in leases and letters of intent, identifying potential challenges needing to be addressed in order to standardize PSU’s green lease language
• Develop an outreach plan for current tenants including:
  ○ A resource guide/ marketing materials to support tenants in complying with proposed green lease practices
  ○ Potential to develop a survey on sample green lease language to be implemented with current tenants

Program Implementation
• Develop a strategy for implementing Green Lease agreements on campus
• Develop measurable goals for FPM in the implementation of Green Leasing

Final Project
Upon completion of this internship, the desired deliverables for use by Facilities and Property Management and the Campus Sustainability Office include:
  1. A resource guide listing relevant and useful resources for the creation of a green lease, and outreach/marketing materials
  2. A draft green leasing protocol and language for use in developing and maintaining sustainable lease agreements and tenant Letters of Intent
  3. A strategy for implementing the Green Lease agreements on campus
  4. Measurable goals for FPM to attain with the program
  5. A final report and presentation for project stakeholders

Preferred Student Level and/or Major:
A background in real estate, business, public administration, or planning with a focus on sustainability. Upper-division undergraduate student or Graduate level students preferred.

Learning Outcomes:
• Students will gain an understanding of retail leasing processes and opportunities for sustainability improvements
• Students will gain an understanding of sustainable operations practices for businesses
• Students will gain experience in program development, research, report writing, and presenting for campus stakeholders
• Students will gain experience working with an integrated team of real estate professionals as well as working with stakeholders across campus
• Students will gain real world experience with property management

**Duration of internship:** Summer Term 2017 (6/26/17 - 9/8/17, 11 weeks total), with possible extension to Fall term, if necessary.

**Time Commitment per week/per term:** Approximately 12 hours per week; 11 weeks.

**Application Deadline:** Applications will be accepted until **February 6, 2017**, end of day.

**Desired start date:** 6/26/17 - 9/8/17

**Compensation:** Graduate students: $1600 per term; Undergraduate students: $1353 per term. (Stipend will be prorated to reflect the day and month that you begin the internship).

**Application:** This position requires current enrollment as a PSU student and enrollment for the duration of the internship. To confirm that you are formally admitted and enrolled, please email your full name and student ID to internships@pdx.edu. Include the name of the internship you are applying for in the subject line. Once your status is confirmed, you will receive the full application instructions via email.