Data and Communications Intern
Office of Sustainability
Fall 2024
The Office of Sustainability student worker will work on a variety of projects to support climate
planning and sustainability initiatives across campus. In January, 2024, President Elam signed
the Second Nature Climate Commitment to support Climate and Resilience planning on
campus. The first step in developing a Climate Action Plan is to establish and document the
GHG footprint of the campus and its operations. As such, this position plays a critical role in
supporting measurement of resource consumption on campus and establishing protocol to
track progress towards reducing our footprint. The student worker will also assist with projects
related to waste minimization, reuse and recycling and event planning. Additional projects of
interest may include zero and low emissions transportation, food waste, sustainable
landscaping, and communications about office activities and initiatives.

Duties/Responsibilities:
● Detailed data entry of the college’s consumption and expenditures on electricity, gas,
water, waste, etc. into SIMAP database or other reporting systems as needed
● Assist with identifying and compiling data from a variety of sources regarding the
college’s Scope 1, Scope 2, and Scope 3 emissions
● Support development of reporting and data collection procedures across campus. This
may be used for voluntary certification systems (ex STARS report) as well as compliance
monitoring, and enter data as needed
● Documenting methods and findings in GHG baseline report.
● Help inventory and keep records of campus surplus items
● Support analysis and proposal development for sustainability projects and initiatives
● Assist with Sustainability Communications and sharing the work of the Office of
Sustainability
● Assist with Sustainability Programming and events
● Other duties as assigned

Required and Preferred Qualifications:
● Strong communication skills and ability to work with various stakeholders
● Experience with data management and data entry
● Proficiency with Excel and/or Google Sheets

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 Resourceful, proactive, and creative problem solver ● Attention to detail and strong organizational skills ● Interest in sustainability, carbon neutrality, waste diversion and data ● Strong writer with ability to concisely capture details
Preferred Qualifications: ● Sophomore or junior standing ● Facility/knowledge of automation or other technologies to improve efficiency in data
collection ● Advanced excel and/or stata for data analysis ● Data visualization, presentation and programming skills ● Ability to work in physically demanding situations (lifting boxes and transporting items ● Authorized driver or willingness/ability to become one upon hiring (see requirements
here)
Start date: August 26, 2024
End date: May 10, 2025
Work Schedule: Schedule is flexibTJ
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