2015-2016 Sustainable Stanford Internship Position Description

**Campus Department –Department Division/Office:**
Office of Sustainability, SEM

**Position Supervisor:**
Moira Hafer

**Position Title:**
Cardinal Green Office Program Intern

**Position Description:**
Are you looking for hands-on experience helping Stanford’s departments conserve resources? Through simple, everyday actions, occupants of any building can impact Stanford’s sustainability and bottom line. Individual actions via the Cardinal Green Office Program and Stanford’s suite of plug load reduction programs complement larger energy efficiency retrofits and contribute to Stanford’s carbon footprint reduction goals. As an intern supporting the Office of Sustainability’s building-level energy conservation initiatives, you will work with building managers and occupants across campus to save energy, from performing office audits to assisting with installation of energy- and water-saving devices. Strong interpersonal skills and reliability are a must. While the number of hours worked are flexible (likely between 2-5 hours per week), it may be necessary to hold a semi-regular schedule to facilitate planning. Opportunities to work on more in-depth building-level projects may be available, especially in assisting with the development and implementation of new plug load reduction programs throughout the year.

**Position Length:**
Entire 2015-2016 academic year

**Opportunities and Benefits:**
- Learn about campus sustainability and gain hands-on experience, especially in energy efficiency and plug loads
- Directly contribute to the development of new plug load reduction programs
- Work with faculty and staff throughout the university to promote easy and effective energy-saving actions
- Make a direct impact on reducing building energy consumption at Stanford
- Expand on interpersonal skills through communication with building occupants
- Work on more in-depth building level projects based on interest areas and Office of Sustainability goals

**Qualifications:**
- Strong interpersonal skills
- Interest in energy conservation and occupant engagement
- Ability to work independently on building audits and communications
- Reliable and accountable for work
- Ability to perform manual tasks, such as installing smart power strips or light bulbs

**Salary:**
Hourly salary at a rate of $14.50/hr

**To Apply:**
Please provide a resume and cover letter stating your interest and experience by email to mkearns@stanford.edu. **Deadline is Monday, May 11.** Interviews will be held during the week of May 18-22 and hiring decisions will be announced by May 29.