2017-2018 Sustainable Stanford Internship Position Description

Campus Department:
Office of Sustainability, Sustainability and Energy Management

Position Supervisor: Katya Sadovsky, SEM Business Systems Program Manager

Position Title: Data Analyst Intern

Position Description:
The business systems initiative in the department of Sustainability and Energy Management addresses utilities data integration, resource efficiency and data analytics to effectively measure and manage Stanford’s resources. The data analyst intern will support business systems programs with organizing and analyzing utilities and sustainability related data, and will participate in integration, automation and analytics efforts.

Position Length:
Entire 2017-2018 academic year (but flexible if you are taking a quarter off)

Opportunities and Benefits:
- Gain exposure to data analytics and forecasting techniques
- Gain experience with database technologies
- Acquire data processing and ETL techniques
- Make an impact on Stanford’s resource use efficiency and sustainability

Qualifications:
- Analytical skills
- Working knowledge of Excel
- Experience with scripting concepts and languages. Python knowledge is a big plus.
- Familiarity with XML, text processing, regular expressions.
- Familiarity with database concepts. SQL knowledge is a big plus.
- Ability to work independently
- Able to commit an average of 5 hours per week. Schedule is flexible and work can be completed offsite.
Salary:
Hourly salary at a rate of $16.50/hr

To Apply:
Please provide a resume and cover letter stating your interest and experience by email to skcoxon@stanford.edu. **Deadline is 12pm on Friday, April 28, 2017.** Interviews will be held during the first week of May and hiring decisions will be announced by **May 12, 2017.**