2018-2019 Sustainable Stanford Internship Position Description

**Campus Department – Department Division/Office:**
Office of Sustainability, Department of Sustainability & Energy Management

**Position Supervisor:**
Moira Hafer

**Position Title:**
Cardinal Green Office 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 My Cardinal Green action network complement larger energy efficiency retrofits and contribute to Stanford's carbon footprint reduction goals. Many of the actions that individuals can take through this new engagement platform are offered in conjunction with the Cardinal Green Office Program and supporting plug load reduction programs managed by the Office of Sustainability. 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. 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:**
5-10 hours per week for the 2018-19 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
- 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 $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 Wednesday, April 25, 2018.** Interviews will be held through early May and hiring decisions will be announced by mid May.