



## 2019 Sustainable Stanford Summer Internship Position Description

**Campus Department –Department Division/Office:**

Office of Sustainability, SEM

**Position Supervisor:**

Moira Hafer, Lauren Hennessy

**Position Title:**

Sustainable Stanford Summer 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.

In this role, you’ll have the opportunity to support My Cardinal Green through data analytics and survey evaluation, as well as leading building-level energy conservation initiatives through the Cardinal Green Office Program. Through the Cardinal Green Office Program, 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. Through this work, you’ll not only support sustainability in a hands-on way, but you’ll help reveal building-level and campus-wide sustainability trends.

**Position Length:**

20 hours per week, June-August 2018

**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
- Administer the My Cardinal Green web platform to support campus engagement
- Develop web-based training modules and expanding web application programs
- Creating infographics and other graphic content for web and visual display
- Support the development of online publications, outreach products, and other communications materials

**Qualifications:**

- Excellent attention to detail
- Able to work independently and follow tasks through to completion with little supervision
- Strong interpersonal skills
- Interest in energy conservation and occupant engagement
- 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 [ruckerae@stanford.edu](mailto:ruckerae@stanford.edu) Deadline is Wednesday, April 10, 2019. Interviews will be held through early May and hiring decisions will be announced by May 14, 2019.