2017-2018 Sustainable Stanford Internship Position Description

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

Position Supervisor:
Rashmi Sahai, Moira Hafer

Position Title:
Sustainable Stanford 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. Stanford’s Office of Sustainability (OOS) operates several programs aimed at working directly with faculty, staff and students to achieve this goal. This intern will serve as a liaison with the campus community over the summer as a representative of multiple OOS programs. Specific programs that the intern will support and sample tasks associated with each program are outlined below.

1) Plug Load Reduction Programs
   a. Implement work station energy management solutions for various departments by installing advanced power strips, assisting with occupant trainings, and analyzing savings associated with these actions.
   b. Inventory specialized plug load equipment in lab buildings to expand upon existing plug load equipment inventory and quantify plug load energy consumption and reduction opportunities specific to those spaces.

2) Lab Recycling Bin Distribution: Work with building managers of lab buildings to distribute recycling bins into lab spaces and educate lab occupants on proper waste sorting. Track waste reduction associated with new recycling bins.

3) My Cardinal Green Engagement Portal: Maintain administration of My Cardinal Green network to help individuals conserve resources on campus. Approve or reject users’ reported sustainable behaviors, engage with individuals on campus to provide feedback
or recommendations, and connect them with resources so they can successfully reduce their environmental footprint.

**Position Length:**
This will be a part-time summer internship that will last approximately 10 weeks during summer 2017.

**Opportunities and Benefits:**
- Directly contribute to the development and implementation of new sustainability programs on campus
- Work with faculty and staff throughout the university to promote easy and effective energy-saving actions
- Make a direct impact on improving campus-wide sustainability performance
- Increase your understanding of plug loads, energy conservation, and recycling practices
- Gain first-hand experience with plug load energy reduction methods
- Expand on interpersonal skills through communication with building occupants

**Qualifications:**
- Strong interpersonal skills
- Interest in sustainability, especially energy conservation and waste management
- Proficiency with Microsoft Excel
- Ability to work independently on installations, program implementation across campus, and communications
- Reliable and accountable for work
- Ability to perform manual tasks, such as installing advanced power strips
- Understanding of lab equipment and/or prior work in a lab is a plus

**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.** Interviews will be held during the first week of May and hiring decisions will be announced by **May 12, 2017.**