2018-2019 Sustainable Stanford Internship Position Description

Campus Department Division/Office:
WATER QUALITY/EFFICIENCY/STEWARDSHIP, SUSTAINABILITY & ENERGY MANAGEMENT

Position Title: Water Resources Intern

APPLICATION DEADLINE: March 1

Position Description
This position requires some field work starting at 7:00am, punctual and reliable work habits, and ability to access areas on campus using departmental or personal bike, sometimes for several hours during summer days. An ideal candidate will be a self-motivated independent worker, well-organized college senior or graduate student. Interest and coursework in hydrology, earth sciences, engineering, and environmental sciences are desired. Applicants should have good written and verbal communication skills, analytical ability, and experience with web searches, outreach projects, and extensive use of MS Excel. Intern will be working outdoors and must be able to ride a bike for several hours to access various campus areas.

Water Efficiency Program
The key projects will include creating fact sheets, assisting with presentation creation, working in Excel databases, field inspections of campus irrigated areas and building water use, mapping areas that have high irrigation runoff, following up with Stanford residents and staff about the areas that show continued evidence of high irrigation runoff, data review and analysis, including a short monthly summary report/presentation listing completed field and other work, results, and next actions. We work with Big Data from campus water metering, so we need an intern with excellent Excel and data analysis skills.

Water Quality and Stewardship Program
The key projects will include compliance assistance with wastewater, domestic water, stormwater, and Best Management Practices for pollution prevention. Projects will include creating building profiles for academic research buildings and related academic facilities. Intern will also help with reviews, updates, and data compilation.

To Apply:
Part- to full-time internship available with Water Quality, Efficiency, & Stewardship Group, April-October 2018.
Wages: $18 - $20/hour, depending on academic level and experience
Internship hours per week: minimum 3 hours – maximum 8 hours/day, 2 to 5 days a week, for up to 40 hours/week depending on experience and Group’s needs. Routine starting hours can be as early as 7am, ending hours no later than 6:00pm. Specific hours and schedule TBD.
Potential Candidates: Please provide a short writing sample from an independent project and one recent (last year preferred) reference letter. The reference letter should include examples of performance and tasks or projects.

Please provide all materials, including resume and cover letter stating your interest and experience by email to skcoxon@stanford.edu. Deadline is 12pm on Thursday, March 1.