OXY
Occidental College

Data & Communications Intern
Office of Sustainability

Spring 2024

The Data and Communications Internship is a brand-new position in the Office of Sustainability as the Office spearheads the first step in meeting the President's Climate Leadership Commitment. This position plays a critical role in supporting measurement of resource consumption on campus and to tracking progress towards reducing our footprint.

Duties/Responsibilities:
- Assist with identifying and compiling data from a variety of sources regarding the college's Scope 1, Scope 2, and Scope 3 emissions.
- Detailed data entry of the college's consumption and expenditures on electricity, gas, water, waste, etc. into SIMAP database or other reporting systems as needed.
- Support development of reporting and data collection procedures across campus. This may be used for voluntary certification systems (ex STARS report) as well as compliance monitoring, and enter data as needed.
- Assist with qualitative data collection and outreach to inform sustainability actions.
- Assist with Sustainability Communications and campus engagement.
- Assist with Sustainability Programming and events on campus.
- Other duties as assigned

Qualifications:
- Experience and proficiency with data entry / Excel.
- Attention to detail and strong organizational skills.
- Resourceful, proactive and creative problem solver.
- Strong and professional communication skills.
- Interest in sustainability, carbon neutrality, and/ or data analysis.
- Preferred but not required: Facility/knowledge of automation or other technologies to improve efficiency in data collection.
- Preferred but not required: Data visualization, presentation and programming skills.

Start date: February 20th, 2024

End date: May 10th, 2024

Work Schedule: 2 to 4 hour shifts 2 to 3 days per week. Schedule is flexible between hours of 8:30am and 5pm, M-F.

Hours Per Week:
8-10

Starting pay rate:
$16.78 per hour

<mark>**To apply, please email the following to sustainability@oxy.edu by Monday, January 29th, 2024 at midnight.**</mark>

1. An updated resume.
2. One-paragraph answers to the following questions:
   a. What interests you about this position?
   b. What experiences do you think make you qualified for this position?
   c. How do you stay organized? What strategies and/or tools do you use?
   d. What experience do you have with entering and managing data or determining data collection tools and procedures?
   e. What experience do you have interfacing with other offices on campus or understanding administrative procedures on campus?
   f. Is there anything else you would like us to know about your experience or what else you might want to work on in the Office of Sustainability?
3. Student employment application.