OXY

Occidental College

Data and Communications Intern

Office of Sustainability

Summer 2026

The Office of Sustainability student worker will work on a variety of projects to support climate action planning and sustainability initiatives across campus. In January 2024, President Elam signed the Second Nature Climate Commitment to support climate and resilience planning on campus and the Office of Sustainability is working collaboratively to develop this plan, improve the sustainability of our operations, and foster a culture of sustainability on campus.

While the initial CO2e baseline data has been compiled, Oxy must update these findings annually. As such, this position plays a critical role in supporting measurement of resource and energy consumption on campus and tracking progress towards reducing our footprint. The student worker will also do research on sustainability best practices at other schools, new vendors and products, and may also assist with projects related to waste minimization, reuse and recycling, zero and low emissions transportation, food waste, sustainable landscaping, and communications about office activities and initiatives.

Duties/Responsibilities:
- Compilation of the college's consumption and expenditures on electricity, gas, water, waste, etc. into SIMAP database or other reporting systems as needed
- Assist with identifying, compiling and communicating data from a variety of sources regarding the college's Scope 1, Scope 2, and Scope 3 emissions
- Update Current GHG Dashboard
- Support development of reporting and data collection procedures across campus.
- Support analysis and proposal development for sustainability projects and initiatives
- Research sustainability best practices at other schools to inform actions within the Climate Action and Sustainability Plan (CASP)
- Drafting and graphics of portions of Climate Action and Sustainability Plan (CASP)
- Assist with Sustainability Communications and sharing the work of the Office of Sustainability
- Assist with Sustainability Programming and events
- Research campus operational improvements, including vendors and best practices from other schools.
- Other duties as assigned

Required Qualifications:
- Strong communication skills and ability to work with various stakeholders
- Experience with data management and data entry
- Proficiency with Excel and/or Google Sheets
- Resourceful, proactive, and creative problem solver
- Attention to detail and strong organizational skills

Preferred Qualifications:
- Interest in sustainability, carbon neutrality and resilience
- Facility/knowledge of automation or other technologies to improve efficiency in data collection
- Data visualization, presentation and programming skills (Tableau)
- Knowledge of building systems and infrastructure

Start date: May start as early as May 11, 2026

End date: June 30, 2026 (Possible Extension)

Work Schedule: Schedule is flexible between hours of 8:30am and 4:30pm, M-F

Work location: Work is in person in the Office of Sustainability/Department of Facilities
Hours Per Week: 20-35 hours per week

Starting pay rate: $17.87/hr, Campus housing is NOT available for this position.

To apply, please email the following to sustainability@oxy.edu

1. An updated resume.
2. One-paragraph answers to each of the following questions:
   a. What interests you about this position?
   b. What experiences do you think make you qualified for this position (eg. other jobs, clubs, volunteer work, etc)?
   c. What strategies or techniques do you use to keep your tasks and information organized?
   d. Please let us know about any scheduling needs or requests, including your desired number of hours per week.
3. Student employment application.
4. Please note, previous applicants for Office of Sustainability positions are encouraged to reapply