



Data and Communications Intern

Office of Sustainability

Summer 2025

The Office of Sustainability student worker will work on a variety of projects to support climate 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:

- 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
- Assist with identifying, compiling and communicating data from a variety of sources regarding the college's Scope 1, Scope 2, and Scope 3 emissions
- 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
- 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)
- Assist with Sustainability Communications and sharing the work of the Office of Sustainability
- Assist with Sustainability Programming and events
- Other duties as assigned

Required and Preferred 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
- Interest in sustainability, carbon neutrality and resilience

Preferred Qualifications:

- Sophomore or junior standing
- Facility/knowledge of automation or other technologies to improve efficiency in data collection
- Data visualization, presentation and programming skills
- Knowledge of building systems and infrastructure
- Authorized driver or willingness/ability to become one upon hiring (see requirements [here](#))

Start date: May 13, 2025

End date: August 16, 2025

Work Schedule: Schedule is flexible between hours of 8:30am and 5pm, M-F.

Hours Per Week: The office of Sustainability can fund up to 20 hours per week between May 13 - June 30th, and up to 20 hours per week between July 1 and August 9, 2024, contingent on funding. Hours post July 1 may be increased pending approval of an additional budget. If you have limited availability, please specify your availability in the application.

Starting pay rate: \$17.28/hr

Summer Housing: Please note, the Office of Sustainability **DOES NOT** provide summer housing.

Applications will be reviewed on a rolling basis, so please apply as soon as possible. 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. Please let us know about any scheduling needs or requests, including your desired start and end dates as well as how many hours per week you can be available. Please also indicate if you would be available to extend this position into the academic year.
3. Student employment [application](#).
4. Please note, previous applicants for Office of Sustainability positions are encouraged to reapply

