



Data and Communications Intern

Office of Sustainability

Academic Year 2025-2026

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 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
- Knowledge of building systems and infrastructure
- Authorized driver or willingness/ability to become one upon hiring (see requirements [here](#))

Start date: Employment may start as early as August 27th, though we anticipate interviews the first week of September.

End date: May 09, 2026

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

Hours Per Week: Up to 10 hours per week.

Starting pay rate: \$17.87 per hour

Work Study: Yes

Applications will be reviewed beginning August 20 and accepted through September 5. 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. 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