



Data and Communications Student Worker *Office of Sustainability*

Summer 2024

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. The first step in developing a Climate Action Plan is to establish and document the GHG footprint of the campus and its operations. As such, this position plays a critical role in supporting measurement of resource consumption on campus and establishing protocol to track progress towards reducing our footprint. The Summer Student worker will also assist with projects related to waste minimization, reuse and recycling. Additional projects of interest may include 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 and compiling 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
- Identify and compile a list of on- and off-campus partners to receive or purchase surplus items from campus, and facilitate pick-up of surplus items
- Help inventory and keep records of campus surplus items
- Support analysis and proposal development for sustainability projects and initiatives
- 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, waste diversion and data

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
- Ability to work in physically demanding situations (lifting boxes and transporting items)
- Authorized driver or willingness/ability to become one upon hiring (see requirements [here](#))

Start date: Employment may start as early as May 13th, with flexibility for the right candidate.

End date: Summer employment may continue through August 16th, with flexibility for the right candidate.

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 30 hours per week between May 13 - June 30th; and up to 20 hours per week between July 1 and August 9, 2024. 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:

\$16.78, through June 30, 2024

Effective July 1, 2024, the hourly rate will increase to \$17.28 per hour.

Work Award: Not required during the Summer

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 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.

3. Student employment [application](#).
4. Please note, previous applicants for Office of Sustainability positions are encouraged to reapply.