Sustainability Office Energy Project Student Technical Assistant

Position
The OSU Sustainability Office seeks a student employee to provide project management and technical support to sustainability and energy efficiency projects and programs. With two full time staff and ten student workers, the Sustainability Office is the central support organization for sustainability efforts at OSU and serves the broader campus through a wide variety of services and programs. It is part of Capital Planning and Development, the department responsible for development and construction of OSU’s physical infrastructure.

Work schedule can be somewhat flexible depending on the student’s needs, but must remain responsive to workload. The successful candidate will work 10-20 hours per week during the academic year and 20-40 hours per week during summer, depending on workload, performing the following:

• Work with facilities staff to implement best practices in building automation systems (BAS) to include scheduling and trending.
• Review utility and BAS data and identify energy conservation opportunities.
• Help plan and manage energy and water conservation projects.
• Perform field work like steam pipe insulation, small equipment installation/modification and solar array site maintenance.
• Join colleagues for various outreach events and activities.
• Survey buildings for conservation opportunities.

Skills
Required:
• Experience with Microsoft Office, particularly Excel.
• Familiarity with building energy systems, particularly heating, ventilation and air conditioning (HVAC) systems.
• Excellent interpersonal communication.
• Excellent precision and attention to detail.

Preferred:
• Experience or familiarity with building automation systems
• Project management experience, including reading construction documents.
• Familiarity with energy saving and information management technologies.
• Coursework in mechanical/energy systems engineering (like CEM 471, 472).

Compensation
Hourly pay is $11.00 with periodic wage reevaluation. Employment begins December 2015 or January 2016 and is ongoing assuming satisfactory performance. Preference will be given to applicants with availability through spring 2017.

To apply
Send a concise cover letter and resume to brandon.trelstad@oregonstate.edu by 11:59PM, Sunday, November 29, 2015. In your cover letter list your level of interest, skills and experience related to the bulleted items in this position announcement. Satisfactory driving record and background check are required for this position. This job is available for work-study and non-work-study students.