Position
The OSU Sustainability Office seeks a student employee to assist with utility data requests and analyses and organization of spreadsheets. Additionally, the position will help with the technical support and management of sustainability and energy efficiency projects. The Sustainability Office, with two full time staff and five student workers, is the central support organization for sustainability efforts at OSU and provides the broader campus with a wide variety of services and programs.

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:

- Read OSU utility meters as part of OSU’s billing and conservation efforts. Tasks include gathering meter data at locations throughout campus and comparing data to past years.
- Help plan and manage energy and water conservation projects. This includes surveying buildings for opportunities like steam pipe insulation and small equipment installation/modification.
- Review proposed building plans and suggest more sustainable options.
- Maintain, transport and set up the OSU Solar Trailer. This includes safely towing and moving the Trailer, a 6000 lb., highly complex device
- Work with Sustainability staff on creating well organized data reports for customers
- Assist with organizing large data sets in Excel, which may include complex formulas and movement of data between complicated spreadsheets.

Skills
Required
- Proficient in Microsoft Excel
- Excellent attention to detail and organizational skills
- Familiarity with energy and water saving technologies and building systems
- Excellent interpersonal communication
- Basic understanding of utilities, energy consumption and energy conservation

Preferred
- Experience with or knowledge of real-time energy dashboard administration
- Experience with utility data analysis, and/or database management
- Commitment to and general knowledge of basic sustainability principles
- Experience reading construction plans and documents
- Coursework or experience with green building/infrastructure technologies
- Experience safely pulling a large trailer with a pickup or similar sized vehicle

Compensation
Hourly pay is $11.00 with periodic wage reevaluation. Employment term begins winter 2017 and is ongoing assuming satisfactory performance. Preference given to applicants with availability through at least end of spring 2018.

To apply
Send a resume and concise cover letter to Leticia.Cavazos@oregonstate.edu by 11:59PM Friday, March 3. In your cover letter, list your level of interest, skills, and experience related to the bulleted items in this position announcement. This job is available for work-study and non-work-study students.