**Sustainability Office Utility Data Student Technical Assistant**

**Position**
The OSU Sustainability Office seeks a student employee to assist with utility data requests, analyses and management, and administration of OSU’s real-time utility data dashboard. The Sustainability Office, with two full time staff and five student workers, is the central support organization for sustainability efforts at OSU and serves the broader campus through a wide variety of services and programs. This position helps raise awareness across the campus community in understanding OSU’s energy consumption.

Work schedule can be flexible or fixed depending on the applicant’s needs, but must remain responsive to workload. The position will work 20-30 hours/week during summer and 10-20 hours/week during the academic year, depending on workload, on the following:

- **Utility Data Requests and Analysis (35%)**
  - Work with Sustainability staff on creating data reports for customers
  - Move data between multiple, complex Excel spreadsheets
  - Create well organized spreadsheets for a diverse audience

- **Utility Data Management (50%)**
  - Help develop new spreadsheets and maintain old spreadsheets for tracking large data sets
  - Help identify trends and anomalies in data sets
  - Apply complex Excel formulas

- **Real-Time Utility Dashboard Management (15%)**
  - Assist with organizing large data sets for upload into utility dashboard
  - Assist with the administration of the utility dashboard
  - Assist with training and educating campus staff, faculty or students on utility dashboard use
  - Use dashboard analytics and reports to identify trends and anomalies

- **Other related duties as assigned**

**Skills**
**Required**
- Proficient in Microsoft Excel
- Excellent attention to detail and organizational skills
- 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
- Database management experience

**Compensation**
Hourly pay is $11.00 with periodic wage reevaluation. Employment term begins spring 2016 and is ongoing assuming satisfactory performance. Preference will be given to applicants with availability through at least summer 2017.

**To apply**
Send a resume and concise cover letter to brandon.trelstad@oregonstate.edu by 11:59PM Sunday, April 10. 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.