Job Title	Summer Intern
PVN ID	VA-2203-004661
Category	Research
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Building Performance Lab
Status	Full Time
Hourly Rate	$18.00-$18.00
Hour(s) a Week	35
Closing Date	May 28, 2022 (Or Until Filled)

General Description

The Department of Citywide Administrative Services' (DCAS) Division of Energy Management (DEM) serves as the hub for energy management and emissions reductions for City government operations. DEM is tasked with leading the City's efforts to reduce emissions 40 percent by 2025 (40x25), 50 percent by 2030 (50x30), and 80 percent by 2050 from a 2005 baseline (80x50). In addition, DEM develops the City's annual utility energy budget, manages the City's utility energy accounts, and helps our agency partners identify and pursue energy-saving opportunities at their facilities across the City.

For Summer 2022, DEM is seeking four (4) graduate-level interns to work at DEM. Through their internship, interns will have impact at multiple scales, including helping transform energy usage for the largest municipality and school district in the United States. Depending on their interests and experience, interns will be placed with a given DEM team to do specific project work.

The following are the four intern placements available within DEM:

- **Placement #1 (Budget):** With members of DEM's Budget Team, which manages DEM's $100M+ expense budget and $200M+ capital budget for energy projects and programs, the intern will develop training materials for DEM and agency staff about budget planning and management. In addition, the intern will contribute to specific budget analysis.

- **Placement #2 (Contracts):** With members of DEM's Executive Office Support Unit and Strategic Planning Unit, the intern will contribute in targeted ways to the development of new project implementation vehicles.

- **Placement #3 (Expense-Funded Retrofits):** With members of DEM's Operations Unit, which leads energy efficiency and distributed generation project delivery across the City, the intern will develop an inventory of existing energy savings calculators and recommend specific improvements to calculator structure, functionality, and use.

- **Placement #4 (Clean Energy):** With members of DEM's Clean Energy Team, the intern will verify and assess key performance metrics associated with the City's solar goals. In addition, the intern will gather and analyze solar PV information for LL24 of 2016 requirements.

In their cover letters, candidates should indicate the placement or placements of greatest interest to them.

Placement Duration:

Interns' placements are expected to last for 12 weeks from early June to late August 2022. Interns are expected to work in person at DEM's offices at 1 Centre Street.

Total Hours Per Week:

Up to 35 hours per week.

Selection Criteria:

- Candidates should be enrolled in a graduate degree program that consists of a relevant field of study for their placement.
  - **For the Budget and Contracts placements:** relevant options include business, finance, accounting, public policy, urban planning, environmental science.
  - **For the Expense-Funded Retrofits and Clean Energy placements:** relevant options include engineering, energy management, data science.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office required (especially Word and ExCEL); proficiency in Microsoft Power BI and Salesforce strongly preferred.
- High level of productivity, with the capacity to handle multiple responsibilities simultaneously.
- Strong initiative and willingness to dive into the work from the first day.

Other Duties

Special Caveats:

- NYC residency may be required for continued employment.
- Immigration sponsorship is not available under this program.
- Must be vaccinated.
- Must be prepared to be on-site.

Qualifications

To be considered for these placements, candidates currently must be enrolled in a graduate degree program at an accredited college or university. In addition, they must have at least a 3.0 GPA (on a 4.0 scale) in their current degree program.