



<b>Job Title</b>	Summer Intern
<b>PVN ID</b>	VA-2205-004815
<b>Category</b>	Research
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	DCAS, Division of Energy Management
<b>Status</b>	Full Time
<b>Hourly Rate</b>	\$18.00-\$18.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 25, 2022 (Or Until Filled)

## General Description

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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 six (6) 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 (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 #2 (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.

- **Placement #5 (Agency Planning and Implementation):** The Agency Planning and Implementation Team (“API”) is seeking a summer intern to help with several important initiatives related to DEM’s ongoing Local Law 97 (“LL97”) implementation and Building Electrification initiatives. API is looking for an intern to assist our team in developing our *Heat Electrification Retrofit Technology Solutions (“HERTS”) matrix*. This matrix will show a typical existing heating system in each of the typological City-owned building types as modeled during the LL97 Implementation Action Plan (“IAP”) effort.
- **Placement #6 (Innovative Technologies):** Under the mentorship of the program manager of Innovative Technologies, the intern will assist in day-to-day management of the [IDEA program](#). This may include tracking projects, researching technologies, reviewing technology submissions, site matching, and others. In addition, the intern will assist in the webpage restructuring as well as special cross division tasks such as the electrification initiative.
- **Placement #7 (Lighting and Controls):** DCAS is required to install lighting controls in 25% of DCAS managed buildings by the end of the year. DCAS Facilities Management (FM), with the support of the Division of Energy Management (DEM), is charged with planning and implementing this work. DCAS FM seeks an intern to assist with completing an inventory of lighting and controls installations in DCAS-managed buildings. Tasks may include conducting surveys throughout buildings, data management of existing installation documentation, and working with DEM’s Strategic Planning and Operations teams.

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 Contracts placements:** relevant options include business, finance, accounting, public policy, urban planning, environmental science.

- **For the Clean Energy, Innovative Technologies and Lighting and Controls placements:**  
relevant options include engineering, energy management, data science, sustainability, construction management.
- 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.

#### **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.

## **Other Duties**

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## **Qualifications**

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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.