

Job Title	Summer Intern, Energy
PVN ID	VA-2301-005338
Category	Research
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	DCAS, Division of Energy Management
Status	Full Time
Hourly Rate	\$15.00-\$18.00
Hour(s) a Week	35
Closing Date	Apr 11, 2023 (Or Until Filled)

## General Description

**Interested in making a difference in energy reduction efforts in the world's greatest city?** Through its partnership with the City of New York, CUNY's Building Performance Laboratory is hiring qualified interns to serve as on-site consultants and fill critical staffing capacity needs at the Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM").

**What is DEM?** DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline. DEM serves as the hub for energy management for City government operations. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices.

For Summer 2023, on behalf of DEM, CUNY BPL seeks to hire 5 summer interns to help reduce emissions and energy consumption across 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.

## Other Duties

The following are the five intern placements available within DEM:

- **LL97 Strategic Research Intern (graduate level) (full time) - *graduate level***
  - The intern will support setting up an infrastructure that will enable DEM to promote its work into the public domain. The work that DEM implements is critical to our LL97 mandates and there is a desire to highlight and share all the work that is being done around New York City. The intern will be responsible for identifying and creating materials to share with the DCAS's Communications office that will enable the agency to promote DEM's efforts into the public domain. This includes organizing

DEM's photo library, setting up standard operating procedures (SOPs), and developing templates for social media blasts.

- **Energy Data Analyst (full or part time) - *graduate level***

- The Energy Supply Unit seeks a talented intern to support vehicle electrification, on-site solar production, and energy cost management initiatives. Over the course of the summer, the selected candidate will be expected to utilize both policy and data analysis skills to evaluate energy cost, consumption, and emissions reduction impacts across the City's portfolio of buildings and fleet vehicles. Such efforts will include an assessment of siting electric vehicle charging stations and utility rates; analysis of solar energy utility regulations and validation of solar production credits; and evaluating natural gas consumption performance. The selected candidate will also be called upon to apply their observations to recommend new or improved program efforts by the end of the internship.

- **Energy Recruiting Intern (part time) - *undergraduate level***

- This intern will assist the division in streamlining its onboarding processes and maintaining staff documentation. They will work closely with the Talent and Organizational Development (TOD) Team to advance the hiring plan. This includes reviewing resumes and conducting research on new recruitment paths. The selected candidate will also provide office management and inventory control support.

- **Intern, Talent & Organizational Development (part time) - *undergraduate/graduate level***

- The intern will assist with enhancing easily accessible resources and developing quick reference guides for staff. Responsibilities include identifying key documents to be shared with the agency's Communications office, analyzing existing internal team guides and standard operating procedures (SOPs); supporting the development of "quick reference guides" by synthesizing major takeaways of guides and SOPs; evolving the staff resource page (Sharepoint) for staff engagement and easy access to quick reference guides.

- **Environmental Justice Intern (full time) - *graduate level***

- Please check back after 2/27 for description details.

## Qualifications

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The ideal candidate will bring the following skills and experience to this position:

- Currently enrolled in at an accredited college or university (see above for each internship's undergrad or grad level requirements)
- At least a 3.0 GPA (on a 4.0 scale) in their current degree program
- Focus in the following degree program areas: business, economics, accounting, public policy, urban planning, energy management, communications, graphic design, computer science, environmental science, or data science

### Preferred Skills

- Proficiency in Microsoft Office required (especially Word and Excel)
- Strong written and verbal communication skills

- Ability to analyze data and policies and synthesize large amounts of information into actionable takeaways
- Experience with communications strategies (*for the LL97 Communications internship*); and experience with graphic design (*for the Talent Communications internship*)
- Passion for sustainability and energy management
- Strong initiative to dive into and own project work
- Willingness to contribute and collaborate as member of a team
- Proficiency in Salesforce a plus, but not required (*for the Enviro. Justice internship*)
- Coding skills a plus, but not required (*for the Energy Data Analyst internship*)

### **Submission Requirements**

In addition to submitting a resume, candidates should submit a cover letter detailing their preferred internship.

### **Pay Rate**

The pay rate for this position is \$15 for undergraduate interns and \$18 for graduate interns

### **Total Hours per Week**

Full or Part Time for up to 11 weeks.

Intern placements are expected to last up to 11 weeks from early June to late August 2023. Interns are expected to report and work in person at DEM's offices at 1 Centre Street.

### **Special Caveats:**

- Residency required for continued employment
- Sponsorship is not available through the OEP program
- COVID-19 vaccination is required unless a reasonable accommodation is granted.
- Employees are expected to work on-site and in accordance with the policies in effect at their individual location