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<b>Job Title</b>	Talent Development Intern, Energy
<b>PVN ID</b>	VA-2301-005361
<b>Category</b>	Managerial and Professional
<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>	\$16.00-\$17.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 14, 2023 (Or Until Filled)

## General Description

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Through its partnership with the City of New York, CUNY's Building Performance Laboratory hires full-time and part-time staff to support the Department of Citywide Administrative Services' (DCAS) Division of Energy Management (DEM) and our partner agencies, including the Department of Education (DOE), in emissions reduction and climate mitigation work. 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.

For this specific role, CUNY BPL seeks to hire a Talent Development Intern, Energy to work with DEM and DOE's Department of School Facilities to assist with the growth of DSF's Energy Team. The person will be placed with DSF HR's Department, but liaise with DSF's Energy Team and DEM.

## Other Duties

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The person's responsibilities are expected to include the following:

- Helping DSF develop and execute on its hiring plan for the Energy Team and successfully hire and onboard 10+ staff in the coming months.
- Identifying and acting on opportunities to streamline recruitment and onboarding processes.
- Working with partners at DEM and DSF to troubleshoot issues as they arise.
- Contributing to the development of a robust recruitment pipeline for DSF's Energy Team in collaboration with other stakeholders across and outside of the City.
- Serving as a key point of contact for management at DSF and DEM.

## Qualifications

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\*\*\*We strongly prefer a graduate student with a background in human resources, talent attraction and retention, and/or organizational development who also has a strong interest in climate change mitigation. While this is a HR-focused internship position, the staff with whom the person will be interacting concentrate their work in the domain of climate change mitigation.\*\*\*

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

- *Solid work experience or educational background in human resources, talent attraction and retention, and/or organizational development, combined with an interest in climate change mitigation.*
- *Proficiency in MS Office, Airtable, Hubspot, and HRIS systems.*
- *Excellent verbal and written communication skills.*
- *Strong relationship management skills, with the ability to “flex” and work with different types of stakeholders.*
- *Strong personal commitment to effectiveness. Systems thinker who focuses on solutions, not problems, and who demonstrates creativity and persistence in “getting the job done.”*
- *Capability to balance competing priorities.*
- *High level of organization and attention to detail.*
- *Proven ability to work alone and as part of a team.*

### **Special Caveats:**

- This is a paid internship position. The selected candidate will be hired for an initial 3-month appointment, with the opportunity to extend if there is strong performance.
- 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