

<b>Job Title</b>	Document Management Intern, Organizational Development
<b>PVN ID</b>	VA-2404-006241
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	DCAS, Division of Energy Management
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$15.00-\$18.00
<b>Hour(s) a Week</b>	0.00-20.00
<b>Closing Date</b>	Jun 15, 2024 (Or Until Filled)

## General Description

### General Description:

Through its partnership with the City of New York, CUNY's Building Performance Laboratory is hiring qualified energy management professionals 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"). For background, 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. Specifically, 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, on behalf of DEM, CUNY BPL seeks to hire a Document Management Intern, Organizational Development. This intern will be embedded with DEM's Division of Energy Management's Talent and Organizational Development (TOD) team provides its staff and the City's energy management workforce with key resources that allow them to do their work more efficiently. As such, the division is seeking an intern to help organize and enhance access to key e-resources, which will be shared on different platforms for different users. The intern will partner with the TOD team to identify helpful documents and will help evolve user-friendly paths for accessibility. For internal staff, the intern will assist with enhancing our current file management system and new internal SharePoint Team site. For resources for our agency energy partners, the intern will research viable platforms on which to share our documents. The intern may also help with writing and developing "quick reference guides."

## Other Duties

Under this assignment, the person's responsibilities may include the following:

- Catalogue resources and guides for staff and agency energy professionals
- Identify key documents and resources with the TOD team
- Update content and enhance format of key staff documents
- Assist with organizing and evolving the DEM Sharepoint site
- Assist with identifying and establishing user-friendly paths for resource accessibility
- Other duties as assigned

## 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
- At least a 3.0 GPA (on a 4.0 scale) in their current degree program
- Attention to detail
- Strong written and verbal communication skills
- Knowledge of document management
- Experience with or knowledge of communications and engagement strategies
- Experience with Microsoft Sharepoint, web content management or web design
- Initiative to dive into and own project work
- Willingness to contribute and collaborate as member of a team
- Focus in the following degree program areas: human resources, energy management, communications, computer science, environmental science, data science, information systems, library science.

### **Special Caveats:**

- Sponsorship is not available through the OEP program.
- Interns are expected to work on-site.