



Job Title	Energy Incentives Intern (graduate student)
PVN ID	VA-2510-007065
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	DCAS, Division of Energy Management
Status	Part Time
Hourly Rate	\$21.50-\$21.50
Hour(s) a Week	20.00
Closing Date	Dec 15, 2025 (Or Until Filled)

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 their 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 a Fiscal Year 2006 baseline. To meet these goals, DEM is committed to collaborating very closely with the agency partners to help them achieve major emissions reductions in their buildings.

For this specific role, on behalf of DEM, CUNY BPL seeks an Energy Incentives Intern to review DEM-funded projects, complete utility applications, and calculate energy savings. The Intern will manage incentive records in Salesforce, support inspections, and contribute to reporting.

This is an on-site position working at 1 Centre St, New York, NY 10007. NYC residency may be required for continued employment. Immigration sponsorship is not available through this program.

Other Duties

Under the leadership of the Program Manager, the person's responsibilities may include the following:

- Reviewing projects for incentives: Review DEM-funded projects and complete utility program applications for those eligible for incentives. Conduct pre-inspection engineering reviews and verify property and utility account data in EC3 and Salesforce, documenting on the applications tracker.

- Calculating energy savings: Use savings calculators to record kW or Therm savings, obtain specification sheets as needed, and work with the Program Analyst to develop calculator instructions for commonly incentivized measures.
- Incentive tracking and reporting: Create incentive records in Salesforce for new applications, including estimated energy savings and incentive amounts. Prepare daily reports, generate charts and graphs, link inspection reports and supporting files, and flag projects with missing or incomplete data for escalation. Document critical project updates and summarize trends to support program management.
- Supporting inspections: Attend facility inspections, review pre- and post-installation conditions, identify discrepancies, and work with the Program Analyst to develop detailed checklists for measures including BAS/BMS, boilers, envelope, and pipe insulation.
- Assisting with program communications: Work with the Program Manager to prepare and distribute the DEM Incentives newsletter and other program updates as requested.
- Other duties as assigned.

Qualifications

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

Minimum Requirements:

- Must be a graduate level student at an accredited school, with a major in engineering, chemistry or other related sciences
- Basic knowledge of energy systems and energy conservation measures
- Basic understanding of energy audits and reports, with a focus on proposed measures and savings.
- Background in data analytics with advanced Excel skills
- Meticulous attention to detail and the ability to manage large data sets

Preferred Requirements:

- Background in Environmental or Mechanical Engineering
- Familiar with the New York State TRM
- Proficiency in MS Office programs (Outlook, Excel, Word, PowerPoint)
- Basic knowledge of Salesforce CRM application
- Coding and SQL skills a plus