

## California State University, San Bernardino

**DEPARTMENT:** Office of Sustainability

**JOB TITLE:** Student Intern - STARS

**ADDRESS:** 5500 University Parkway, San Bernardino CA 92408

**EXPECTED SALARY RANGE:** \$0.00

**CONTACT PERSON:** Lynniece Warren

**DATE JOB(S) AVAILABLE:** 9/14/20 – 06/11/20

**EMAIL:** Resilient@csusb.edu

**JOB DESCRIPTION:** If you have a passion for research, corresponding with people collecting data and analytics we have a wonderful work experience for you.

Sustainability Student Interns (SIs) are CSUSB students who are committed to helping the Office of Sustainability (OOS) build, operate and nurture a healthier more resilient campus community.

A new sustainability program is being implemented at Cal State San Bernardino. STARS is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance. This program focuses not only on environmental sustainability but also on the social and economic side. This is the first year Cal State San Bernardino will participate in this program and achieving the standard will demonstrate our value to sustainability

The STAR SI You will play a big part in our success in this program by collaborating with campus stakeholders by:

- Collecting, compiling qualitative and quantitative data for various topics such as food accessibility, sustainability coursework, environmental justice, diversity, inclusion, affordability and access to education.
- Using established calculators or creating spreadsheets to analyze:
  - Building Energy Consumption
  - Clean and Renewable Energy On-Site Generation
  - Waste Minimization & Diversion
  - Water Use

Two project positions are being sought. All SIs will work within Facilities Management, specifically in the Office of Sustainability under the direct supervision of the Energy and Sustainability Manager. Each position is expected to work 8-20 hours/week remotely and students completing hours for course credit can apply. SIs will:

- Receive meaningful work experiences to enhance their academic and career development;
- Learn professional competency standards to enhance their resume and job marketability;
- Have opportunities to learn and develop leadership and decision-making skills;
- Develop and maintain a work plan that facilitates basic project management skills;
- Be highly encouraged to submit work projects for recognition at conferences, scholarship and professional development opportunities;
- Contribute to the good of the campus and neighboring community; and
- Obtain a Letter of Completion at the end of the academic year outlining their work projects, technical skills and expertise.

**DESIRABLE QUALIFICATIONS:** Familiarity with Microsoft Office Suite (especially word processing and spreadsheets, OneDrive), Google Drive, and online research methods are desirable, but not required. Applicants with a knowledge of sustainability are welcomed. Preference will be given to junior, senior, or graduate student applicants who can commit to one academic year.

**REQUIRED QUALIFICATIONS:** Applicants must be an enrolled student at California State University, San Bernardino and be in good academic standing according to their program.

- GPA minimum for undergraduate students is 2.7
- GPA minimum for graduate students is 3.00

Candidates must have excellent writing and communication skills for correspondence with stakeholders. Must be able to work within a group or independently. Accuracy, attention to detail, organization, time-management are necessary. SIs will also be required to complete campus online training modules such as Safety Orientation, Sexual Harassment, and/or FERPA.