

# **JOB ANNOUNCEMENT**

## **Part-Time Student Position at CSU Facilities Management**

### **Student Hourly Employee**

Title: Student Sustainability Intern

Job Description: Colorado State's Facilities Management Department is seeking a motivated student to assist with the implementation and promotion of sustainability efforts. These projects include: energy and water efficiency and conservation programs, renewable energy projects, and campus sustainability reporting. Specific duties will be a variety of activities in support of these programs including writing and developing educational materials (brochures, reports, etc.), data collection, data entry and analysis.

Qualifications:

- Good writing and communication skills
- Self-motivated, well-organized, creative, and a positive attitude
- Ability to work well with others
- Willing to take on a variety of tasks
- Experience with Microsoft Windows, Excel, Word, and PowerPoint required
- Experience with Publisher or In Design a plus
- Some experience related to sustainability, energy efficiency, and water efficiency would be helpful

Hours: Part-time (10-20 hours per week) during the school year.  
Part-time to full-time work in the summer

Pay Scale: \$11/hr

Where: Facilities Management  
Facilities Services North

Submit Resume to: Carol Dollard  
Carol.Dollard@colostate.edu

Posted: March 12, 2018

Send a copy of resume via email by end of day Wednesday, April 4, 2018  
Please put "Sustainability Intern" in the subject line