

SOUTH BEND OFFICE OF SUSTAINABILITY
STUDENT PROJECT PROGRAM
SUMMER 2015

OVERVIEW

The **City of South Bend's Office of Sustainability** works with City departments, residents, and businesses, as well as regional, state, and national partners to develop and implement the South Bend Strategic Sustainability Plan and other sustainability initiatives.

The **Student Project Program** provides opportunities for undergraduate or graduate students to gain hands-on experience in researching, developing, and implementing sustainability projects in South Bend. Student Projects could include paid internships, internships for course credit, individual or team projects as part of a course, or individual or team capstone/thesis projects. The Student Project Program connects students with real world experience on projects that aim to support the environmental, social, and economic health and wellbeing of South Bend.

Goals for the program include:

- Engage students in the Office of Sustainability's top priority projects of the year.
- Offer skill development opportunities related to communications, research, analysis, public speaking, and computer-related tasks.
- Provide one-on-one mentoring and career guidance in the areas of sustainability, energy management, and civil service.

INTERNSHIPS

Interns are assigned to one key project but will also support other projects or tasks as needed. These positions will be part-time, hourly paid positions for the duration of the academic semester. Internship duration is 10-12 weeks. Start and end dates are flexible. The student is solely responsible for following any rules or requirements to receive course credit from their institution.

The 2015 **Summer** Internship Program includes the following ONE opportunity:

1. Sustainability and Energy Education and Research

To apply for an internship please complete the attached application and email it along with a resume to sustainability@southbendin.gov by Friday, April 24, 2015. Interviews, in person or via Skype, will be conducted with top candidates. Decisions will be made within two weeks of application deadline.

Employment is contingent on a negative drug screen.

CITY OF SOUTH BEND OFFICE OF SUSTAINABILITY

INTERNSHIP APPLICATION

Personal Information

| | |
|--|---------------------------|
| Name (First and Last) | Click here to enter text. |
| Email Address | Click here to enter text. |
| Phone Number | Click here to enter text. |
| Internship Applying For? | Choose an item. |
| Major/Degree Program | Click here to enter text. |
| Year in Program | Click here to enter text. |
| Estimated Start Date/End Date/Duration | Click here to enter text. |

Short Answer Questions (*Max 200 words each*):

1. What sustainability/environmental groups or classes are you currently a part of or have been in the past, if any? (*Applicants without direct experience will still be considered*)
Click here to enter text.
2. Please describe how your educational, work, or extracurricular experiences would benefit the City of South Bend in this specific position.
Click here to enter text.
3. What area of sustainability is the most interesting/exciting to you and why? (*Does not need to be internship topic*)
Click here to enter text.

To Submit:

Submit your application, along with a resume, to sustainability@southbendin.gov. If applying for multiple positions, submit separate application forms.

INTERNSHIP DESCRIPTION

SUSTAINABILITY AND ENERGY EDUCATION AND RESEARCH

Qualifications: Well-rounded graduate or undergraduate student or recent graduate. Business, communications, energy studies, environmental science, sustainability, public policy, architecture/landscape architecture, or engineering degree programs are of particular interest. Must have demonstrated quantitative and spreadsheet management skills. Must be a strong writer and experienced social media user. Ability to conduct on-line research and summarize findings for a variety of audiences is essential.

Hours: 30 hours/week between May and August, 2015. Schedule is flexible. Intern may be required to attend some evening or weekend events.

Overview: This position supports on-going efforts to 1) decrease South Bend's energy use and 2) educate city staff and the public on a range of sustainability and energy topics. The intern will play a key role in energy data management and analysis, as well as in outreach and communications pieces.

The intern will also assess the environmental and economic impacts of use of compressed natural gas (CNG) in vehicles. The intern will help estimate any operational, maintenance, or level-of-effort impacts from changing fuels. The intern will prepare a formal report for the Director of Public Works.

This is an hourly paid position at a rate of \$10-12/hr., depending on experience. Benefits are not available. This position reports to the Sustainability Director, with some tasks directed by the Sustainability Coordinator and the Director of Central Services/Fleet Director.

Duties:

- Track and report energy use data from city facilities using MS Excel and web-based software.
- Analyze energy use data for billing errors, energy rate issues, and opportunities for efficiency or cost savings.
- Calculate energy, cost, and environmental (pollutants and climate) impacts of conversion of City fleet from petroleum fuels to CNG.
- Gather internal and external data related to vehicle fleet and fuel use.
- Perform research for energy, vehicle fleet, and sustainability projects.
- Prepare formal and informal summaries and recommendations for energy, vehicle fleet, and sustainability projects.
- Provide support to Office committees and partners such as the Green Ribbon Commission, volunteer groups, working groups.
- Help manage and develop content for Office website, Facebook, Twitter, and e-newsletter.
- Assist with the development and distribution of educational and press materials including printed materials, informational graphics, poster displays, and/or presentations.
- Host informational & outreach tables at city-wide events.
- Work professionally with other city departments and the public.
- Serve as an ambassador of the Office of Sustainability and the City of South Bend.