

## **SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY**

### **Intern New Building Institute (NBI)**

NBI maintains a database of high performing buildings called Getting to 50. This database showcases exemplary buildings targeting energy efficiency at least 30% better than typical code construction. It is designed as a tool to help designers, owners and contractors achieve their own performance goals. Located at <http://buildings.newbuildings.org>, it has readily accessible information and focuses on buildings showing measured results to confirm their achievements. This database provides valuable feedback to the green buildings community by highlighting the relationship between design performance and various measures of actual performance. The project advances NBI's protocol development for market-friendly building performance reviews, making this type of feedback accessible and useful for more buildings in the future.

#### **Job Description:**

Intern(s) will have several primary responsibilities crucial to the success of this project:

- Working with building owners to secure their participation and acquire the needed data.
- Screening the data received for completeness, entering it into the project database.
- Reviewing preliminary results for reasonability.
- Providing weekly activity and progress summaries.

Other responsibilities, depending on qualifications and emerging needs, may include:

- Coordinating and/or summarizing results for the occupant surveys.
- Helping refine the database for storing and summarizing contact and data information.
- Preparing summary result reports for individual buildings.
- Other NBI website and database content development and maintenance.
- Projects as assigned.

#### **Skills/Focus Areas:**

- Ability to research and summarize case studies.
- General data analysis.
- Computer proficiency: database programs such as Access, Excel/macros, Cad/Adobe.
- Knowledge of commercial buildings: design, codes and operating systems.

This position provides a good opportunity to see many green building case study examples and work with pioneers in the emerging field of green building performance evaluation.

- Must have access to a laptop and be able to work independently

Intern(s) will be furnished with an NBI policy manual. As NBI is a national organization, there may be some travel related to your work; travel expenses are reimbursed.

#### **Requirements:**

- Senior or graduate level college student in Engineering or Architecture
- Good oral and written communicator.
- Comfortable initiating business phone calls.
- Good organization and documentation skills.
- Basic familiarity with commercial building energy efficiency features.
- Proficient with Excel and standard PC tools.
- Microsoft Access knowledge and/or advanced Excel skills a plus.