

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Sustainability Internships Oregon Department of Administrative Services (DAS)

The DAS Sustainability Plan implements the Governor's seven key goals for sustainability (see DAS Plan for complete list) and seeks to infuse them into the culture of state government operations. These internship opportunities represent projects to move state government closer to the goals.

1. Currently, state buildings must achieve a 20% reduction in energy consumption over the year 2000 usage. Several DAS buildings have been constructed since 2000 and need a tool to adjust the baseline so DAS is not penalized for an increase in use. Energy conservation
2. We would like to launch a campaign to decrease the use of bottled water in DAS buildings, and eventually state buildings. However, very little state funds goes to the purchase of bottled water and most of it is brought in by staff with their own money. The campaign would need to tap into their personal interests to cause a behavior change. Resource reduction
3. The Sustainable Facilities Standards and Guidelines (green building policy) is due for an update. However, the LEED rating system has changed dramatically since the last update in 2004 and the state energy code just bumped up building efficiency requirements by 15%. These new requirements need to be considered in the re-write. Green building
4. The State Data Center consumes the most electricity of any DAS building. They would like to draft an internal operations sustainability strategy that addresses energy reductions, as well as other operational practices. Sustainable information technology
5. The sustainableoregon.net website needs a complete overhaul. This is the primary information portal for the Oregon Sustainability Board and connection to the three legs of the sustainability "stool" in Oregon. Communications and marketing

Successful applicants may work on one or more of the opportunities identified above, depending on personal and professional skills, interests and qualifications. A more complete description of the projects can be found below.

Required skills:

- The successful applicants should demonstrate a working knowledge of the technical and policy issues associated with each area of focus, but are not required to be subject matter experts.
- All projects will require the intern to use a variety of computer- and internet-based research tools, meet in-person with individuals and project teams at DAS and other state agencies, contact DAS staff by telephone and email, occasionally contact other organizations or individuals by telephone and email, prepare written and verbal communications and express a basic familiarity and competency in these skills and areas.
- This internship opportunity is an opportunity for skills and knowledge development for the intern and for DAS, as the partnering organization.
- DAS is an equal opportunity employer, and complies with the Americans with Disabilities Act.

Application Qualifications:

Desired degree: Bachelor's or Master's or graduate certificate

Desired major or concentration: In a field of study related to the duties of the internship (Liberal Arts, Public Administration and Planning, Business, Engineering, Education and other related fields).

Minimum GPA: 3.2

Eligibility: This position requires current admission to a PSU undergraduate or graduate program.
Application Deadline: open until filled.

Location:

Interviews will be held at DAS offices in Salem. During the internship, students may work remotely but will be expected to spend some hours each week in Salem.

How to apply:

These internships require current admission as a PSU undergraduate or graduate student. To confirm that you are formally admitted, please email your full name and student ID to Mary Vance in the PSU Career Center at vancem@pdx.edu. Once your status is confirmed, you will receive the full application instructions and contact information via email.

PROJECT DESCRIPTIONS:

Energy Conservation: This project will develop a baseline adjustment tool for DAS to use in determining adherence to the 20% by 2015 law. It will normalize the data to accommodate buildings that have been constructed since 2000, as well as account for any major renovations or use changes in the buildings. The desired end product is an Excel spreadsheet that includes the necessary formulas and allows for DAS to use this year and into the future.

Resource Reduction: This project will launch a campaign in all DAS buildings to decrease the amount of bottled water brought into and used in state operations and personal use of staff. The campaign needs to include metrics to track success, marketing materials, and a future plan to revisit after the initial launch is complete.

Green Building: This project will assist with the re-write of the statewide Sustainable Facilities Standards and Guidelines (green building policy). The individual will become part of the re-write team. The individual will be responsible for research and best practice recommendations, and well as preparing draft language. The desired end product is an updated policy for statewide review.

Sustainable Information Technology: This project will work with the staff of the State Data Center to create a sustainability plan to address energy reductions, sustainable practices, and innovation in their internal operations. The individual should have some knowledge of information technology equipment and practices. The desired end product is a comprehensive sustainability plan which includes metrics to track success.

Communication and Marketing: This project provides web design services to overhaul the sustainableoregon.net Web site. The individual will need expertise in web products and design principles. The desired end product is a functional, attractive, new Web site.