Provost's Sustainability Internship Program
Internship Description

Mentor’s (Staff Supervisor) Name: Climate Action Manager, Chrissy Thomure

Position Title: Climate Action Intern

Please describe the role of the primary staff mentor:

- Revising 2011 Climate Action Plan and working with Integrated Climate & Energy Strategy team to develop mechanisms for its implementation
- Participating in and facilitating climate-related aspects of CSP planning and implementation process, including serving as the student Chair on the Buildings & Facilities Working Group and the Energy and Greenhouse Gas Working Group.
- Advising and supporting Carbon Fund and Green Labs student staff.
- Overseeing development and implementation of Green Revolving Loan Fund.
- Participating in Integrated Climate & Energy Strategy process and meetings
- Developing a life cycle cost and life cycle analysis mechanism for all new campus development projects
- Support Climate Action Manager energy and greenhouse gas reporting requirements such as STARS, UCOP and Sierra Club

Please provide a brief summary of your proposed internship (1-2 paragraphs):

There are three projects (listed below) that may be the focus of this internship position.

1. Life Cycle Cost & Life Cycle Analysis tool- The intern will work with the Climate Action Manager, Physical Planning & Construction staff, Physical Plant staff, and the Office of Planning & Budget to develop tools that can be integrated into existing development review processes to help account for the life cycle costs and environmental impacts of campus development.

2. Green Revolving Loan Fund- This project was recently established and piloted. The PSI intern would work with the Climate Action Mgr. to initiate the funding of more projects, create MOUs, raise additional funds, and communicate accomplishments.

3. CAP- The CAP update will be completed during ’14/’15 school year. The intern would support the Climate Action Manager in this by possibly performing research, meeting and communicating with campus and community stakeholders, calculating ghg emissions,
and developing and piloting various projects.

What identifiable product or result do you expect the intern to achieve by the end of their internship?

1. Completion and integration of life cycle cost and life cycle analysis tools into existing development review process for new building construction, major renovations & large-scale utility upgrades

2. That at least one energy efficiency project will be funded through the GRLF and that more funds have been raised for future projects.

3. That the updated version of the CAP is published and approved.

Statement of Duties

% of time and description of duties:

1. LCC & LCA: 45% stakeholder meeting participation, 55% tool development,

2. Green Revolving Loan: 30% outreach to potential project managers, 40% communication and collaboration with project manager(s) and MOU development, 15% fundraising, 15% presenting and communicating accomplishments

3. CAP- 20% research, 40% meeting/communicating/collaborating with stakeholders, 20% ghg calculations, 20% developing and/or working on pilot projects

What skills will this internship strengthen?

Creative and critical thinking, collaboration, meeting facilitation, presentation, leadership, decision making, strategic planning, time management, task prioritization.

What value does this internship have for your unit/department and for the campus as a whole?

This internship provides the Sustainability Office and the campus with the additional human power needed to accomplish our bigger goals, including involving students as much as possible in the development of key sustainability plans and projects. It also provides us the necessary student perspective to move forward on projects and plans in relevant and effective way.

How will you evaluate your intern’s success?

We will go through a formal written and oral evaluation process at the end of each quarter. We will acknowledge and celebrate successes as they occur and highlight them through various channels (newsletter, blog, presentations) as appropriate.
What staff, other than you, will the student intern interact with regularly and in what capacity?

Shauna Casey- PSI program coordinator, skills development facilitator
John Barnes- Chair of the Buildings & Facilities Working Group
Felix Ang- Project Manager, Physical Planning & Construction
Steve Paul- Campus Engineer, Physical Planning & Construction
Free Moini- Assistant Director, Office of Planning & Budget

If there are any resources that the intern will need that your office cannot provide, please explain (i.e. computer, printer, key documents, necessary meetings with key external stakeholders).

Phone
Laptop