# **Job Title**

Project Assistant – Energy Conservation Measure (ECM) Program

**Purpose**

This position is responsible for supporting ENGIE’s energy conservation team, concentrated on energy savings and reduction projects for The Ohio State University. The ideal candidate has an interest in obtaining practical experience working for a large independent power producer focused on growing its renewable energy and decentralized energy platforms in North America.

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| **Location/Department**  Columbus, OH | **Status**  Non-Exempt; Hourly |

**Internship Term**

The internship work term will be from October 2018 – May 2019, 10 hours per week minimum.

**Responsibilities**

Assist the Program Manager of energy conservation as assigned. Areas of possible work assignment include development of energy projects, audit of existing infrastructure, cost planning and other projects as assigned. This candidate will work cohesively with internal and external stakeholders and work closely on projects directly related to the university.

**Required Skills**

* Ability to meet highest attendance requirements
* Ability to communicate effectively, both written and verbally
* Ability to handle multiple assignments on a timely basis with a high degree of accuracy
* Proficient with Microsoft Word and Excel
* Strong organizational, prioritization and time management skills.
* Negotiating skills and general business acumen (including technical, legal, commodity risk, quantitative and economic analysis skills).
* Demonstrated ability to take initiative
* Strong interpersonal skills

**Minimum Education/Experience**

* Prefer GPA of 2.5 or higher
* Prefer Junior or Senior

## Working Environment

The work environment for this position is mostly in an office setting with business casual attire required. Some site visits to active construction projects will require the use of personal protective equipment, which will be provided Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

“All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, or other legally protected status”.