

# **PART-TIME STUDENT POSITIONS**

## **Program Assistant, Energy That Works (Field Trip Series)**

### **NC Clean Energy Technology Center**

#### **About Us:**

The North Carolina Clean Energy Technology Center (NCCETC), at N.C. State University advances a sustainable energy economy by educating, demonstrating and providing research and technical support for clean energy technologies, practices, and policies. This mission is accomplished through work in the following major program areas; Renewable Energy, Clean Power & Industrial Efficiency, Clean Transportation, Green Building, Economic Development, Energy Policy, Workforce Development and Education & Outreach. The NCCETC serves as a resource for innovative, clean energy technologies through demonstration, technical assistance, outreach and training. More information about NCCETC is available at <https://nccleantech.ncsu.edu>.

#### **About the Energy That Works Program (an NCSU Sustainability Fund project):**

The Energy That Works Series is a project funded by the NCSU Sustainability Fund for 2019-2020. The goal of the program is to connect students with the clean energy industry across North Carolina by providing new experiences through visits and field trips to sites like nuclear power plants, solar arrays, wind farms, microgrids, and other places across the state that contribute to North Carolina's complex energy system.

#### **Job Purpose and Description:**

The NC Clean Energy Technology Center at NC State University is seeking currently enrolled NC State University students to fill 1-2 temporary positions to support the planning and organization of the Energy That Works Program. We seek to fill one position immediately and will fill a second position in early January 2020. This position will involve organization of energy-focused field trips in the Raleigh area and across North Carolina.

The project assistant will also assist with outreach to individual students and student groups to advertise field trips and related activities. Engagement on campus will include developing and implementing strategies for marketing and publicity to diverse audiences. The project assistant will be expected to communicate with students, staff, and faculty in various departments. This role will require communication and outreach to community partners to support organization of field trip dates and logistics.

**Minimum Education / Experience / Skills:**

Currently enrolled at NC State University in a 4-year undergraduate or graduate program. Students with an interest or declared major in topics related to sustainability, environmental science, or related disciplines are preferred.

**Preferred Education / Experience / Skills:**

- Experience and/or interest in sustainability, environmental science or related fields;
- Good organization and planning skills with ability to demonstrate effective project coordination and organization;
- Ability to work effectively and build relationships with others;
- Experience and/or interest in working with student organizations; and
- Excellent written and verbal communication skills.

**Compensation:**

Hourly, approximately 10 hours per week. \$12 - \$14 per hour, commensurate with experience.

**To Apply:**

***Please, no phone calls to the Center or its staff.*** Please email a cover letter and resume to Allison Carr at [akcarr@ncsu.edu](mailto:akcarr@ncsu.edu).

**About North Carolina State University:**

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.

Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919-515-3148.

Final candidates may be subject to criminal & sex offender background checks. Some vacancies may also require credit or motor vehicle checks. If highest degree is from an institution outside of the U.S., final candidates may be required to have their degree verified at [www.wes.org](http://www.wes.org).

NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.