

Transportation Program Assistant (*Remote, Part-Time Student Internship*)

Length of Assignment: Semester, with the possibility of continuation

Hours Per Week: 5-10 hrs / week

Salary Range: \$15-20 / hour (depending on experience and education)

Detailed Job Description:

The N.C. Clean Energy Technology Center at N.C. State University is seeking a part-time assistant to support the Clean Transportation Program. This position is designed to be part-time and we will work around a student's academic schedule. Program assistants will help research transportation-related policies, update educational materials about sustainable transportation technologies, and help support the Sustainable Fleet Technology Conference.

Qualifications/Required Skills:

Good written and oral communication skills with a strong attention to detail. Ability to work independently on a project and determine day-to-day job activities to accomplish long term goals.

Preferred Skills:

Basic understanding of clean transportation technologies, such as electric vehicles and related government policies. Research skills. Good writing and analytical skills.

Duties and Responsibilities:

- Research transportation related policies
- Research and update facts sheets related to sustainable transportation technologies
- Support planning and outreach for the Sustainable Fleet Technology Conference (and assist with the conference in the summer if working with us during the summer)

Work Schedule: Flexible; NCCETC employees are currently working remotely due to COVID-19. The assistant will establish a weekly schedule based on availability and work remotely.

TO APPLY: NC State University students should apply via ePack at <https://ncsu-csm.symplicity.com/>

Questions? Contact Allison Carr, NCCETC Training Specialist, at akcarr@ncsu.edu