**The Wayne Public School District’s Office of Building Services is seeking an individual currently enrolled at a University or College for a Co-op program involving research and development for Green Energy and Environmental Sustainability.**

**Title of the position:**
Green Energy Research Assistant

**Department:**
Office of Building Services

**Reports to:**
Director of Facilities Management

**Overall responsibility:**Aid in research and development of the Green Energy project with the Wayne Board of Education

**Key areas of responsibility**

* Produce and implement advancements to the Green Energy project including:
	+ Fuel and Solar source research with analysis of costing and restrictions;
	+ Data management with analysis of cost savings and efficiency with District utilities;
	+ Peripherals installation, costing, regulations and maintenance;
* Consulting supervisors with information gained from research to implementation to ensure a seamless transition to the energy swap.
* Organizing and record filing of Architectural, Site, Engineering & Shop Drawing for each District building into flat file storage;
* Phases of field project management for the dept. working on specific District construction projects;

**Consults with**

* Director of Facilities Management
* Information Technology Coordinator
* All levels of management within the Office of Building Services

**Term of employment**One Semester to (12) months

**Qualifications**

* Pursuing an engineering, environmental or green/sustainability degree.
* Prior experience (Class or Occupational) with equipment usage and management
* Prior experience (Class or Occupational) in data management and manipulation
* Proficient with computer office productivity application: word, power point, excel

**JDM**

**2/9/12**