STUDENT ASSISTANT JOB DESCRIPTION

**Department:** Sustainability Office  
**Supervisor:** Sheikh Nayeem

**Job Title:** Energy and Water Efficiency Student Assistant  
**Hours to be Worked:** 15 to 20 Hours per week

**Pay Level:** III  
**Hourly Pay Rate:** $14.00 - $15.25 DOE

**Job Summary (purpose of nature of work):**
Supporting Cal Maritime’s Sustainable and Climate Action Plan in Energy and Water Efficiency Management

**Job Duties:**
- Assist in energy & water efficiency programs planning. (Energy efficiency includes LED lighting, Air-conditioning, Heating, Insulation, Double-Pane windows.)
- Assist in facility auditing to identify cost saving opportunities.
- Assist in basic calculations and report writing.
- Support in developing outreach material and conducting educational campaigns.
- Make Presentations to student body, staff and faculty on the findings, recommendations, and results.
- Other tasks.

**Required (or Preferred) Skills, Knowledge, and Abilities:**
- Basic Engineering knowledge in energy generation, energy efficiency and water efficiency
- Ability to analyze, logical reasoning, or problem solving (e.g., engineering, economics, mathematics, business, physical sciences, etc.).
- Strong interest and/or experience in advanced energy technologies, various renewable energy, and distributed generation
- Good analytical and problem-solving skills
- Good verbal and written communication skills
- Superior interpersonal skills and self-confidence and determination
- Demonstrated proficiency with spreadsheets, databases, word processing, and slide presentation software
• Strong conceptual, as well as quantitative and qualitative analytical skills

• Work as a member of a team as well as be a self-motivator with ability to work independently.

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