Position: Student Intern

Position Title: Campus Comfort Investigator

Job Purpose: To promote, respond to and investigate comfort feedback.

COMMUNICATIONS TRACK

<u>Job Description</u>
[Name of your tool] is a tool for students, staff, and faculty to let our office know how their spaces feel on campus. As Campus Comfort Investigators, students will learn about all aspects of comfort feedback: reading and responding to incoming feedback, brainstorming and piloting creative ways to reach students and staff, and conducting investigative site visits to classrooms on campus. Students in this internship will expand their critical thinking skills as they investigate the many factors affecting comfort on campus.

<u>Minimum Qualifications</u>
Should be well versed in Microsoft Office, with experience with writing articles and blog posts. Good organizational, writing and editing skills. Ability to interact effectively with a wide range of staff and students on campus. Outgoing and proactive personality is a must.

<u>Preferred Qualifications</u>
Experience with photography and social medias. Customer service skills are preferred. Experience in Excel and data analysis is a plus. Explaining technical information to a non-technical audience will also be helpful in this position.

DATA ANALYST TRACK

<u>Job Description</u>
[Name of your tool] is a tool for students, staff, and faculty to let our office know how their spaces feel on campus. As Campus Comfort Investigators, students will learn about all aspects of comfort feedback: reading and responding to incoming feedback, analyzing comfort data and temperature datasets, and conducting investigative site visits to classrooms on campus. Students in this internship will expand their critical thinking skills as they investigate the many factors affecting comfort on campus.

<u>Minimum Qualifications</u>
Motivated students in engineering, economics, statistics, or environmental science majors
Familiarity with Excel data cleaning and analysis
Able to multi-task and provide support on multiple projects
Excellent communication skills, written and oral

<u>Preferred Qualifications</u>
Experience with data analytics and programming languages: Python, R, SQL, REST APIs
Experience with data visualizations using Tableau, Power BI, or other