

***STEP-UP Student Program Associate Job Description
The Small Town Energy Program for University Park (STEP-UP)
The Town of University Park, MD (UP)***

Job Title: STEP-UP Student Program Associate

Reports to: STEP-UP Energy Coach and / or Principal Investigator

SUMMARY

The Town of University Park, MD is implementing *The Small Town Energy Program for University Park* (“STEP-UP”), a 3-year effort designed to achieve energy efficiency market transformation within University Park and to serve as a roadmap for energy transformation in small towns across the U.S. STEP-UP includes a full suite of model activities for replication including: energy audits and retrofits for homes, financial incentives, local community delivery partners, and leading edge, but low-cost, social media techniques. STEP-UP also includes integrated solar and voluntary carbon market components. More information about STEP-UP can be found on the Town of University Park web site, www.upmd.org, and at www.mystep-up.org.

The *STEP-UP Student Program Associate* is primarily responsible for supporting the activities of the STEP-UP program, as directed by the STEP-UP Energy Coach or their designate(s) from the STEP-UP Advisory Committee. S/he will have work responsibilities in three primary areas: supporting program administration, community outreach and research pertaining to the STEP-UP program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Program Administration (40%):

- a) Assist in maintaining and tracking a complete central database of STEP-UP records, including participant, audit, retrofit and incentive data.
- b) Assist in preparing data for federal reporting purposes.
- c) Carry out routine project correspondence as directed by the Energy Coach.
- d) Support the Energy Coach in planning for STEP-UP community events.
- e) Support the Energy Coach in scheduling of appointments and STEP-UP events and maintenance of the overall project calendar.

Community Outreach (30%):

- f) Deliver STEP-UP promotional, research or other program resources door-to-door within University Park.

- g) Create and maintain a community map of STEP-UP participants.
- h) Provide on-site assistance at STEP-UP community events as needed / directed.
- i) Liaise as directed with UP community groups (ex: girl scouts, youth groups) to explore opportunities for their engagement with STEP-UP.

Research (30%):

- j) Track and inform STEP-UP stakeholders of relevant academic, government, corporate, and foundation energy-related events and resources.
- k) Conduct research on other similar efficiency programs or trends in the efficiency field, and assemble data to enable STEP-UP to benchmark against these other programs.
- l) Research a variety of topics and information as directed by the Energy Coach or their designate(s).

Requirements

- Strong attention to detail and the ability to establish and follow routine processes and procedures.
- Ability to meet strict deadlines and changing priorities.
- Demonstrated interpersonal, problem-solving and communication skills.
- Exercises initiative in undertaking routine assignments/projects without direct supervision.
- Demonstrated experience in the use of databases and / or records management.
- Web management skills preferred.
- Knowledge of research methods preferred.
- Demonstrated skill in effective verbal and written communications.
- Ability to collaborate with different levels of the organization, both internally and externally.
- This position is intended for a student currently enrolled in college or university. A high school diploma or GED is required.

APPLICATION

Please submit a copy of your resume electronically as follows:

Subject: STEP-UP student summer jobs (STEP-UP Student Program Associate)

Attention: Suzanne Parmet. energycoach@upmd.org.

If you are unable to submit an electronic copy, please submit one hard copy of your resume with the same subject line, to the attention of Suzanne Parmet, at Town of University Park, 6724 Baltimore Ave., University Park, Maryland 20782.