SOUTH BEND INTERNATIONAL AIRPORT
ST. JOSEPH COUNTY AIRPORT AUTHORITY

POSITION: Sustainability Research Extern

REPORTS TO: Operations Manager

HOURS OF WORK: Monday – Friday, 8am – 4:30pm

QUALIFICATIONS:
Experience: Prior quantitative coursework or research experience, preferably in discipline applied to sustainability such as environmental science. Experience manipulating data using spreadsheets. Experience summarizing research in reports and presentations. Understanding of climate change and the greenhouse gas effect. Experience in evaluating the environmental impact of products, activities, and systems.

Licenses: Maintain valid Driver’s License

Other: Must have the ability to communicate effectively both verbally and in writing; to establish and maintain effective working relationships; to obtain cooperation from those whom he/she does not directly supervise; to follow detailed and technical instructions; to professionally deal with difficult situations; to solve problems in creative ways while utilizing sound judgment; and, to maintain accurate and complete records. Must be able to work independently as well as with others.

ESSENTIAL DUTIES & RESPONSIBILITIES:
• Identify and categorize emissions sources by sector and scope.
• Collect and compile emissions source data from multiple sources.
• Communicate with government agencies, industries, and local government officials to obtain relevant data.
• Track and manage data submissions.
• Utilize Microsoft Excel and ClearPath or comparable software programs to execute moderately complex data analysis.
• Synthesize inventory findings into actionable policy and program recommendations.
• Participate in regular webinars and conference calls as applicable.
• Draft an inventory summary report.
• Assist with other sustainability projects depending on time and interest.
• Attend a 3-4 day bootcamp training, hosted by Sustain IU, May 18 – 20, 2020.
• Maintain inter-departmental cooperation and teamwork.
• All employees are expected to be part of our customer service team as Dedicated Customer Care Specialists.
• Perform any other duties as may be assigned to ensure the safe and efficient operation of the airport.
PHYSICAL REQUIREMENTS:
- Work is frequently performed in a standard office environment as well as occasional periods of time outdoors.
- Exposure to dust, grease, excessive noise or vibration, noxious gas or fumes and/or extreme outdoor weather conditions may be occasionally expected.
- Ability to push, pull, lift and carry up to 50 pounds.
- Position requires occasional reaching with hands and arms, standing, and walking.
- Ability to occasionally climb, kneel, crouch, bend, and crawl are required.
- Ability to sit for constant periods of time.
- Vision abilities required include close, distant, color peripheral, depth and the ability to adjust focus.
- Work performed requires the ability to speak and hear.
- Position is required to occasionally drive Authority vehicles on Airport grounds and public highways.

FEEDBACK & EVALUATION:
The intern will be given regular feedback from Operations Manager on progress and performance. Success in the externship will be determined by the completion of specified projects in a professional and timely manner. The intern should learn how the organization identifies its sustainability priorities, effective principles of communication, and how to develop and maintain professional relationships.

APPLICATION INSTRUCTIONS:
To apply for this position, complete an application on the Sustain IU website. If you have questions about the program or any of the jobs available, email Danni Schaust, ISDP Program Manager, at damcphe@iu.edu. The application deadline is Friday, Feb. 28, 2020.

Key:
Constant Physical Requirement: 67% or more of the day
Frequent Physical Requirement: 33-66% of the day
Occasional Physical Requirement: 0-32% of the day

Revised: 12/10/2019