

Position Description

Title: Program Assistant, High Performance Building Services (HPBS)
Full or Part-time: Full-time

Duties and Responsibilities

The Harvard Green Campus Initiative (HGCI) is seeking an Assistant for its High Performance Building Services (HPBS). The HPBS provides building and facility managers throughout Harvard University with a means of identifying and implementing projects that can effectively reduce the environmental impact of their buildings in a cost effective manner. The Program Assistant will report to the HPBS manager.

Responsibilities of the HPBS Program Assistant include conducting technical building performance audits and analyses (including energy, water and waste), LEED certification, working with multiple building engineering vendors, writing and editing reports and HPBS publications, giving formal presentations, and meeting and interviewing building and financial managers across Harvard's faculties. There will be large learning component in the first few months of this position to gain full proficiency and fluency in these tasks.

The program assistant will also be responsible for supporting related HGCI programs such as the Harvard Resource Efficiency Program, Peer to Peer Training Programs, and the HGCI Project Management Services. Visit the HGCI webpage for more information about the organization and these programs, <http://www.greencampus.harvard.edu>.

Qualifications

- Bachelor's degree required;
- Demonstrated attention to detail, and the ability to manage multiple priorities;
- Excellent writing and editing skills;
- Ability and willingness to work in a fast-paced, continually adapting work environment;
- Excellent communication skills, with the capacity for developing and maintaining strong client relationships across a highly decentralized university management structure;
- Must have a strong interest in the technical, engineering and management associated reducing the environmental impacts of existing buildings;
- Demonstrated willingness and ability to learn new technical skills quickly and efficiently;
- Proficiency in Excel, Microsoft word and powerpoint.