CCHRC Job Description

Job Title: Intern – for ERDC grant

Reports to: Project Managers in CCHRC’s Building Science Research Program

Purpose: The Cold Climate Housing Research Center (CCHRC) is hiring a part-time intern to help the research group with energy efficiency projects that are part of the Ft Wainwright resiliency project (an ERDC grant). The intern will help with ongoing building science research projects 10-30 hours/week from Jan 2020–May 2020 with an option to extend to August 2020.

Job Duties: The job will consist of a combination of the following depending on interest and need:
- Assist in the implementation building surveys on Ft. Wainwright;
- Assist the Ft. Wainwright Energy Manager as needed in collecting data for the ERDC project;
- Assist in laboratory testing of HRVs and air source heat pumps;
- Assist in the drafting of reports for the ERDC project;
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities:
- Good communication and interpersonal skills;
- Good attention to detail and organizational skills;
- Familiarity and experience with Microsoft Word and Excel.

Preferred Knowledge, Skills, and Abilities:
- Ability to work with minimal supervision;
- Experience with building mechanical systems;
- Ability to read architectural and mechanical drawings
- Experience with data collection equipment;
- Experience with building energy ratings;
- Computer programming experience.

Applicants must have the ability to access a U.S. military installation and have a valid driver’s license.

Interested applicants should send a resume and contact information for two references to robbin@cchrc.org by January 6, 2010. Potential candidates will be contacted for an interview during the week of January 13, 2020. For questions about the position, contact Robbin at robbin@cchrc.org.