

# Work Study Job

Job Title:	SBST Equipment & Project Coordinator	Department:	SBST
Hourly Rate:	\$20.76	Supervisor:	Ross Vaswani-Bye

## Job Description

### Role and Responsibilities

Provide support for the SBST Tool library including inventory management and equipment management.  
Project coordination for Hermanson Sustainable Building Science Technology Center improvements.  
Coordinate documentation for SBST Living laboratories including plans, drawings, specifications, and building automation system data.  
Perform energy and greenhouse gas calculations for Seattle Colleges buildings.  
Project coordination for Building Tune-Up assessments, and other energy efficiency projects.  
Coordination of digital assets for SBST including file storage systems, data retrieval, video archives, project management software.  
Coordination of low voltage/lighting controls installation.

### Educational Benefits

Analyze, define, and validate solutions.  
Deliver industry specific solutions from analysis.  
Demonstrate proficiency with MS Word, Excel, PowerPoint, electronic communication, and other widely accepted software with specific intention of acquiring the ability to collect and analyze commonly available instruments, such as power analyzers, thermal imager, and HVAC equipment.  
Understand and analyze building profiles and identify opportunities for improving performance.  
Work in a team and know how to collaborate, build functional work groups, and take responsibility for outcomes.  
Anticipate, identify, troubleshoot, analyze, and solve problems and lead a project.

### Preferred Skills

Strong communication skills  
Familiarity with MS Office Suite  
Familiarity with building terms  
Ability to read and understand building plans, drawings, automation data, etc.  
Understanding of project coordination modalities  
Enrollment in SBST program preferred but not necessary

## Applications Accepted By:

### Email:

Ross.VaswaniBye@seattlecolleges.edu  
Subject Line: SBST Project Coordination  
Position

### Mail:

South Seattle College  
6737 Corson Ave S  
C222  
Seattle, WA 98108

### Phone:

206-943-6783