University of Maine System Carbon Footprint Analyst
Graduate Assistant

Description:
The UMS Carbon Footprint Analyst will assist the REC Governance Committee in producing the University of Maine System’s first ever system-wide carbon footprint analysis. The Candidate will need to have skills in data analysis and processing, including fluency in Excel. Familiarity with Python is preferred, but not a requirement. Being detail oriented and reliable is essential.

Compensation & Hours:
• Position is only one semester in duration for now
• 10 hours of work per week
• Stipend of $500 per month
• Tuition scholarship ranging from $1,500-$2,500, depending on residency status

Essential Duties:
The GA will be expected to carry out a handful of the following duties, depending on the needs of the specific semester:
• Identifying gaps in, cleaning of, and processing of system-wide energy use data
• Reading and understanding various utility bills and extracting billing and usage information
• Entering critical information into a large database
• Reading, understanding, and organizing large Excel data files
• Using Python to extract, filter, and output scope 3 carbon footprint data from Excel data files
• Producing models, graphs, tables, reports, and Powerpoint presentations on energy and carbon themes, as needed
• Other duties as assigned
Professional and academic benefit to the student:
This assistantship will provide a rich professional and academic growth opportunity for the student because of the nature of the work and the experience of the supervisors, including:

- Involvement in a first-of-its-kind project with systemwide university significance
- Interaction with staff and administrators at a high level
- Mentorship from two supervisors who each have over 12 years of experience in the climate change and sustainability fields
- Experience working with real data
- Flexible working environment, including a large portion of the work being done remotely
- Tutoring provided for the coding aspects of the work