

# Data Services Intern

## Contracted Student Interns

Agency Name:	<b>Executive Office of Energy and Environmental Affairs</b>
Official Title:	<b>Contracted Student Interns</b>
Functional Title:	<b>Data Services Intern</b>
Occupational Group:	<b>Not Used</b>
Position Type:	<b>Contracted</b>
Full-Time or Part-Time:	<b>Part-Time</b>
Salary Range:	<b>\$13.00 to \$16.00 Hourly</b>
Bargaining Unit:	<b>N/A</b>
Shift:	<b>Day</b>
Confidential:	<b>No</b>
Number Of Vacancies:	<b>1</b>
City/Town:	<b>Boston</b>
Region:	<b>BOSTON</b>
Facility Location:	<b>100 Cambridge St., Suite 900</b>
Application Deadline:	<b>01-29-2010</b>
Apply Online:	<b>Yes</b>
Posting ID:	<b>J19865</b>

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***This position is funded from federal grant funds.***

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### Duties:

The Massachusetts Office of Technical Assistance and Technology (OTA) is seeking a part time graduate student intern to work with data related to its efforts to help companies reduce chemical, energy and water use in their operations.

The intern will assist the technical services chief by:

1. Updating and maintaining the OTA database
2. Updating and maintaining OTA software
3. Analyzing data

### Qualifications:

Please see Preferred Qualifications

### Preferred Qualifications:

Candidates for this position must possess:

1. Knowledge of Access databases
2. Ability to update tables, import data, design reports using multiple tables
3. Working knowledge of VBA code and be able to identify trends
4. Analyze data and maintain database integrity

Knowledge of toxics use reduction and an environmental background are highly desirable.

**Comments:**

This is a Spring semester internship starting immediately in January and concluding June 30, 2010. The intern will work approximately 14 hours a week. There are no benefits associated with this position.

Hourly rate is commensurate with experience.

On-line submission is strongly preferred.

If you do not wish to apply for this position on-line, and would prefer to send your resume and cover letter by mail, please send to:

Executive Office of Energy and Environmental Affairs  
100 Cambridge Street, Suite 900  
Boston, MA 02114  
Attn: Pauline Christopher, Personnel Analyst

Applicants who are unable to apply online due to disability are asked to contact Pauline Christopher at 617-626-1019.

[https://jobs.hrd.state.ma.us/recruit/public/31100001/job/job\\_view.do?postingId=J19865&code=search.public&companyId=9&federalStimulus=no](https://jobs.hrd.state.ma.us/recruit/public/31100001/job/job_view.do?postingId=J19865&code=search.public&companyId=9&federalStimulus=no)