

# Little Rock/Fayetteville

## Internship Description

### Primary Responsibilities:

- Assisting with the research and documentation of LEED, commissioning, energy efficiency, and sustainability consulting projects (i.e. update printed standards, fill out LEED online templates, research products, etc.)
- Develop/implement organizational solutions
- Errand running
- Data entry
- Light office cleaning and recycling
- Assist with general office work
- Research, design, and implement an independent project

### Desired Professional Attributes:

- Good computer skills
- Proficiency in all Microsoft Office software: Excel/databases, Word, PowerPoint, etc.
- Good communication skills
- Knowledge of and interest in current sustainability issues

### Preferred, But Not Required Professional Attributes:

- Knowledge of the U.S. Green Building Council LEED® Rating System and other green building practices
- Experience in architecture, engineering, construction or other building related fields.
- Knowledge of general sustainability principles, practices, and technologies
- Interest in a future career in a related green building field

### Desired Personal Attributes:

- Good interpersonal skills
- Ability to work as part of a team
- Positive attitude
- Good work ethic
- Well organized
- Self-Motivated
- Strong ability to materialize ideas
- Multi-Tasker
- Attention to Detail
- Personally working to limit carbon footprint

### Education Qualifications:

- Bachelor's degree or equivalent preferred in related subject matter
- Preferred that current student applicants are working towards a degree in one of the following fields: engineering, architecture, business, environmental studies, marketing or interior design.

### Position Details:

- Pay is \$8 hourly
- Must have reliable transportation
- Possibility of college credit for internship if available at current institution
- Future employment possibility dependent on fulfillment of internship
- In an effort to reduce our own carbon footprint, we strive to utilize the talent of those who are from and/or plan to live in the metro area consistent with the internship location.
- One week trial for both parties

### Length:

- One semester minimum
- Hours are somewhat flexible, minimum of 35 hours per week preferred

### Closing Dates:

One position to be filled for each semester:

- Fall Application Deadline: 1<sup>st</sup> Monday in Sept
- Spring Application Deadline: 1<sup>st</sup> Monday in Jan
- Summer Application Deadline: 1<sup>st</sup> Monday in May

### To Apply:

Please send resume and letter of interest, electronic submission preferred, to the main Viridian office:

VIRIDIAN  
100 Gamble Road  
Little Rock, AR 72211  
501.227.0648  
jobs@ViridianUSA.com  
www.ViridianUSA.com

## About VIRIDIAN

Viridian's mission is to provide our clients with sustainable solutions for their facilities. Our solutions reflect the optimal balance of social, financial, and environmental stewardship. This balanced approach creates a healthier and more productive work environment, a responsible return on investments, and most critically, a positive environmental legacy. Offerings include: LEED Consulting, Commissioning, Energy Services, Building Testing, Property Condition Assessments, and Residential Services. More info is available at [www.ViridianUSA.com](http://www.ViridianUSA.com).

