Job Description: Sustainability Intern – Computer Engineering Focus

Position Title: Sustainability Intern (Computer Engineering Focus)
Location: Remote [MST, CST time zones preferred]
Department: Quality Management-Sustainability
Reports To: Sustainability Manager

Position Overview:
Ace Computers is seeking a motivated and passionate Sustainability Intern with a strong background in computer engineering to join our team. This internship offers a unique opportunity to gain hands-on experience in sustainability practices, with a focus on meeting EPEAT criteria and supporting Ace Computers' sustainability initiatives. The ideal candidate will assist in various sustainability projects, contribute to our environmental goals, and help ensure compliance with EPEAT standards through their technical expertise.

Key Responsibilities:
General Sustainability Tasks:
- **Research and Analysis:** Conduct research on sustainability trends, best practices, and emerging technologies. Analyze data to support sustainability initiatives and reporting.
- **Data Analysis**: Proficiency in analyzing and interpreting data is crucial. Ability to work with numbers, calculate metrics, and assess environmental performance. Sustainability analysts work with various datasets, including environmental impact studies and corporate social responsibility (CSR) initiatives.
- **Environmental Knowledge**: Understand environmental principles, policies, and regulations.
- **Environmental Audits:** Assist in conducting environmental audits and assessments to identify areas for improvement and ensure compliance with environmental regulations.
- **Sustainability Reporting:** Help prepare sustainability reports, including data collection, analysis, and presentation of findings.
- **Waste Management:** Support waste reduction and recycling programs within the company. Assist in developing strategies to minimize waste and improve resource efficiency.
- **Energy Efficiency:** Assist in identifying and implementing energy-saving measures across company operations.
- **GHG Emissions Inventory**: Experience conducting inventories of greenhouse gas emissions.

Ace Computers-Specific Tasks:
- **EPEAT Compliance:** Work closely with the engineering team to ensure Ace Computers' products meet EPEAT criteria. This includes gathering and organizing documentation, conducting product assessments, and assisting in the certification process.
- **Product Lifecycle Management:** Support initiatives related to product lifecycle management, including design for recyclability, reduction of hazardous substances, and end-of-life

management. Experience with Product Carbon Footprints (PCF) and Life Cycle Assessment (LCA) preferable.

- **Conflict Minerals Reporting:** Assist in the preparation and submission of conflict minerals reports, ensuring compliance with relevant regulations and company policies.
- **Energy Star Certification:** Help maintain and update Energy Star certifications for Ace Computers' products, ensuring they meet the latest energy efficiency standards.
- **Supplier Engagement:** Collaborate with suppliers to ensure they adhere to Ace Computers' sustainability standards and practices.

Computer Engineering-Specific Tasks:

- **Hardware Optimization for EPEAT Compliance:** Assist in adapting hardware designs to meet EPEAT criteria, focusing on energy efficiency and reduction of environmental impact.
- **Software Development for Sustainability:** Develop and implement software solutions that support EPEAT compliance by monitoring and managing energy consumption and resource usage in Ace Computers' products.
- **Automation for EPEAT Reporting:** Utilize programming skills to automate EPEAT reporting processes and data collection, improving efficiency and accuracy.
- **Technical Documentation for EPEAT Standards:** Create and maintain technical documentation that outlines how engineering designs meet EPEAT standards, ensuring clear communication of technical requirements.
- **Product Testing for EPEAT Compliance:** Collaborate with testing and validation of products to ensure they meet EPEAT sustainability standards and identify opportunities for improvement.

Qualifications:

- Degreed in, or pursuing a degree in, Computer Engineering, or a related field.
- Strong interest in sustainability and environmental issues.
- Excellent research, analytical, and problem-solving skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Planner, Loop, D365).
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Detail-oriented with strong organizational skills.

Preferred Qualifications:

- Familiarity with EPEAT criteria and certification processes.
- Experience with sustainability reporting and data analysis.
- Knowledge of environmental regulations and standards.
- Proficiency in Microsoft Excel, with strong skills in automating forms and processes using advanced functions, macros, and VBA within the Microsoft Office Suite.
- Experience in hardware optimization and software development for sustainability purposes.

Benefits:

- Gain hands-on experience in sustainability practices and EPEAT certification.
- Opportunity to work with a leading company in sustainable computing solutions.
- Mentorship and professional development opportunities.
- Flexible working hours to accommodate academic commitments.

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Application Process: Interested candidates should submit their resume, cover letter, and any relevant work samples to **careers@acecomputers.com**. Applications will be reviewed on a rolling basis.