**PV Curriculum Team – Work Trader Position**

**Purpose of Student Services Department**

SEI’s mission is to provide industry-leading technical training and expertise in renewable energy to empower people, communities, and businesses worldwide. Since 1991, SEI has trained over 60,000 from around the world, including through our Programa Hispano. The Curriculum Team is responsible maintaining and updating SEI’s world-class PV curriculum.

**Job Description**/**Purpose:** The purpose of this position is to assist the Curriculum Team with creating a database of articles from two specific publications. It will involve cataloging articles from magazine-length PDFs into a searchable spreadsheet, including assigning keywords and capturing other specified data about the article characteristics. Additional tasks may include extracting and filing article-length PDFs and perhaps offering opinions on suitability for use.

It is estimated this task could take up to 200 hours. The preference would be for this to commence and be completed in a timely manner, ideally before the end of the year. During that timeframe the work is flexible and can be based remotely, including internationally, provided the candidate is able to meet occasional scheduled progress check-ins. The candidate ideally will be interested in trading their work valued at $15/hour towards SEI classes, online and/or in-person.

**General Student Services Tasks/Activities:**

* Meet with Curriculum Team liaison to establish details of task and procedures
* Catalog individual articles from approximately 120 issues of two industry publications in an online spreadsheet
* Check-in at agree upon intervals to verify project progressing as expected
* Communicate any issues or concerns that arise during the process with the Curriculum Team liaison

**Qualifications:**

* Positive attitude, strong administrative and organizational skills
* Experience with email, spreadsheets, and PDFs
* Attention to detail and motivation to complete the job
* Must have access to high speed internet and reliable computer
* Candidate should possess an interest and commitment to the SEI mission