

The Office of Sustainability is seeking a dedicated, enthusiastic, and sustainability-minded graduate assistant for the 2017-2018 academic year. This position will support Lehigh's overarching sustainability goals by organizing, analyzing, and reporting on key sustainability datasets and metrics. This position will be responsible for careful analysis of several key programs:

Key Responsibilities:

- Collecting and inputting data into tracking mechanisms for Sustainability Plan metrics, STARS, etc.
- Managing the Real Food Challenge team
- Collecting and managing data gathered from dozens of sources and accurately reporting Lehigh's progress using standard reporting tools
- Working with a number of departments and contractors including Transportation Services, HR, Grounds, Athletics and Environmental Health and Safety to collect data needed for Greenhouse Gas Inventory
- Preparing graphs/table and presentations that summarize and highlight data
- Compiling data into year-end summaries for campus departments and reporting organizations
- Working alongside Graphic Design Assistant to create infographics that present data in an easy to-understand format
- Collecting and managing data gathered from Facebook and Instagram Insights on page likes, post reach, website clicks, response rate, response time etc.
- Attending bi weekly staff meetings

This position will work closely with the Sustainability Officer. The graduate student will be expected to work with undergraduate interns, administrative departments, and professors. An ideal candidate will be comfortable working with multiple stakeholders, managing and assigning tasks to student interns, and promoting sustainability initiatives across Lehigh's campus.

For this position, we are looking for students with the following skills:

- Experience with data compilation and analysis
- Familiarity with creating reports
- Strong organizational and time management skills
- Ability to work alongside and assign tasks to student interns
- Prior experience in the field of sustainability a plus

This position has an anticipated start date of summer 2017. The position will be paid at \$15/hour.

To apply, please send a resume and cover letter to sustainability@lehigh.edu



Graduate Assistant: Sustainability Metrics & Reporting
Office of Sustainability
Lehigh University
2017-2018 School Year; 15-20 hours/week