

The Office of Sustainability is seeking a dedicated, enthusiastic, and sustainability-minded graduate assistant for the 2021-2022 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 data tracking of several key programs.

Key Responsibilities:

- Managing an undergraduate team working on data collection in support of a sustainable food purchasing policy
- Collecting and managing data gathered from dozens of campus departments and accurately reporting Lehigh's progress toward the Sustainability Strategic Plan 2030 using standard reporting tool - Sustainability Tracking, Assessment and Reporting System (STARS)
- Working with a number of departments and contractors including Transportation Services, Human Resources, Grounds, Athletics and Environmental Health and Safety to collect data needed for Lehigh's annual greenhouse gas inventory
- Preparing graphs/tables and presentations that summarize and highlight campus sustainability data
- Compiling data for Lehigh's annual Sustainability Plan Progress Report
- 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 weekly staff meetings
- Other responsibilities as required

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:

- Strong written communication skills
- Experience with data compilation and analysis using Excel
- Familiarity with creating reports
- Ability to anticipate needs and take initiative
- 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



Graduate Assistant: Sustainability Metrics & Reporting
Office of Sustainability
Lehigh University
2021-2022 School Year

This position has an anticipated start date of May 2021. To apply, please send a resume and cover letter to sustainability@lehigh.edu.