The Office of Sustainability is seeking a dedicated, enthusiastic, and sustainability-minded graduate assistant for the 2022-2023 academic year. This position will support Lehigh’s overarching sustainability goals by organizing, analyzing, and reporting on key sustainability data and metrics. This position is responsible for careful data tracking of several key programs.

**Key Responsibilities:**
- Manage an undergraduate team working on data collection in support of Lehigh’s Sustainable and Healthful Food Purchasing Policy
- Collect and manage data gathered from dozens of campus departments and accurately report Lehigh’s progress using a standard reporting tool, the Sustainability Tracking, Assessment and Reporting System (STARS)
- Work with a number of departments and contractors including Transportation & Parking Services, LU Facilities, etc. to collect data needed for Lehigh’s annual greenhouse gas inventory and air pollution modeling
- Compile data for Lehigh’s annual Sustainability Plan Progress Report
- Assist with editing surveys and assessments to distribute to campus
- Prepare graphs/tables and presentations that summarize and highlight campus sustainability data
- Work alongside Graphic Design Assistant to create infographics that present data in an easy-to-understand format
- Collect and manage data gathered from Facebook and Instagram Insights on page likes, post reach, website clicks, response rate, response time etc.
- Attend 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:**
- Experience with data compilation and analysis using Excel
- Strong oral and written communication skills
- Ability to anticipate needs and take initiative
- Strong organizational and time management skills
- Prior experience in the field of sustainability a plus

*This position has an anticipated start date of May 2022. To apply, please send a resume and cover letter to sustainability@lehigh.edu.*