Sustainability Metrics and Reporting Assistant

Position: Sustainability Metrics and Reporting Assistant  
Department: Office of Sustainability  
Supervisor: Katharine Targett Gross  
Pay Rate Level: Varies depending on class year and experience. This is a work study position only.  
Phone: 610-758-3976  
Location: 516 Brodhead Avenue  
E-Mail: kat516@lehigh.edu

Description: The Office of Sustainability is seeking members to become part of a team specializing in data tracking, metrics, and reporting for the 2020-2021 academic year. In 2016, Lehigh adopted its second Campus Sustainability Plan, laying forward short- and long-term sustainability goals. The Sustainability Metrics and Reporting Assistant will help support these efforts through tracking and assessment of our current emissions, utility consumption, and more.

Responsibilities may include:
- Assisting with data collection, analysis, and reporting for the Sustainable and Healthful Food Purchasing Policy
- Working with a number of departments and contractors including Transportation Services, HR, Grounds, Athletics and Environmental Health and Safety to collect data needed for Lehigh’s annual Greenhouse Gas Inventory
- Collecting and inputting data into tracking mechanisms for the Sustainability Strategic Plan Progress Reports
- Preparing graphs/table and presentations that summarize and highlight data
- Compiling data into year-end summaries for campus departments and reporting organizations
- Attending weekly staff meetings

Preferred Qualifications:
- Confident managing large amounts of data
- Strong attention to detail and determination to complete very detailed projects
- Experience with Excel
Notes: The intern will be expected to work 4-10 hours per week. This position will start in August 2020.

To Apply: Please complete the application available on Handshake or complete this form. In addition, send a copy of your resume to sustainability@lehigh.edu.

Deadline: Open until filled