



## **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](mailto: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 2021-2022 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 2021.

**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](mailto:sustainability@lehigh.edu).

**Deadline:** Open until filled