Sustainability Metrics & Reporting Assistant

Position: Sustainability Metrics & Reporting Assistant
Department: Office of Sustainability
Supervisor: Delicia Nahman
Pay Rate Level: Varies depending on class year and experience
Phone: 610-758-3976
Location: STEPS 564
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Description: The Office of Sustainability is seeking members to become part of a team specializing in data tracking, metrics, and reporting for.   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 Real Food Challenge data collecting, analysis, and reporting
- 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
- Collecting and inputting data into tracking mechanisms for GHG inventory, Clean Air Cool Planet calculator, Sustainability Plan metrics, STARS, etc.
- 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 and Access databases

Notes: The intern will be expected to work 4-10 hours per week. This position will start in late August 2018.

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