**Sustainability Metrics & Reporting Assistant**

**Position:** Sustainability Metrics & Reporting Assistant  
**Department:** Office of Sustainability  
**Supervisor:** Katharine Targett Gross  
**Pay Rate Level:** Varies depending on class year and experience  
**Phone:** 610-758-3976  
**Location:** 516 Brodhead Avenue  
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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 January 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