

## **Sustainability Metrics and Reporting Assistant**

**Position:** Sustainability Metrics and 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 Spring 2017. 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.
- Work 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
- Working alongside Graphic Design Assistant to create infographics that present data in an easy-to-understand format
- Attending biweekly 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 5-10 hours per week, with some variability based on event needs.

**To Apply:** Please complete application available at <https://sustainability.lehigh.edu/Jobs> or on [LUCIE](#)

**Deadline:** open until filled