



Sustainability Metrics and Reporting Assistant

Position: Sustainability Metrics and Reporting Assistant

Department: Office of Sustainability

Supervisor: Keegan Schealer

Pay Rate Level: Varies depending on class year and experience. This is a work study position only.

Phone: 610-758-3961

Location: 516 Brodhead Avenue

E-Mail: kes522@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 2023-2024 academic year. In 2021, Lehigh adopted the [Sustainable and Healthful Food Purchasing Policy \(SEED\)](#), which committed the University to the purchasing of sustainable and healthful food and to transforming the traditional university food system into one that is more sustainable, climate-friendly, diverse, inclusive, and equitable. The Sustainability Metrics and Reporting Assistant will help support these efforts through tracking and analysis of campus dining purchases.

Responsibilities may include:

- Tracking dining purchases in Google Sheets by sorting through and recording food order invoices
- Conducting data analysis to find the percentage of “real food” that meets sustainability criteria related to the Sustainable and Healthful Food Purchasing Policy (SEED).
- Preparing graphs/tables 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 Google Sheets and Excel

Notes: The intern will be expected to work a minimum of 6-10 hours per week. This position will start in August 2023.

To Apply: Please complete this [form](#) and upload a copy of your resume.

Deadline: Open until filled.