



**TITLE:** Sustainability Metrics and Reporting Assistant

**DEPARTMENT:** Office of Sustainability

**REPORTING STRUCTURE:** Reports to Campus Sustainability Analyst

**SUMMARY:** 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 in managing large amounts of data
- Strong attention to detail and determination to complete very detailed projects
- Experience with Google Sheets and Excel

**PHYSICAL DEMANDS AND WORKING CONDITIONS:** May work under pressure to meet office deadlines.

**COMPENSATION:** Work-Study Position Only. Pay varies depending on class year and experience. This position will start in January 2024 and the intern will be expected to work a minimum of 6-10 hours per week.

**TO APPLY:** Please complete this [form](#) and upload a copy of your resume.

**DEADLINE:** Open until filled.