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.