

Sustainability Metrics Work-Study Job Description

The Sustainability Metrics work-study employee will focus on sustainability metrics and evaluation to measure and manage Radford University's Carbon Commitment and Climate Action Plan goals. Specifically, this position will primarily be collecting and processing information for the University's next Greenhouse Gas Inventory, the Princeton Review Guide to Green Colleges Survey, the Second Nature Annual Progress Report, and the STARS (Sustainability Tracking, Assessment, & Rating System) program. **The work-study's primary responsibility will be collecting and analyzing relevant data for FY 2017 from across university departments and units.**

ESSENTIAL DUTIES & RESPONSIBILITIES

- Review and become familiar with Radford University's Climate Action Plan.
- Review previous year's GHG inventory data and transfer it to new GHG inventory tool (online and excel format).
- Collect and analyze all relevant data for FY 2017 from university departments and input into GHG inventory tool.
- Draft the FY 2017 GHG inventory report.
- Document and update the standard operation procedure (SOP) for conducting the GHG inventory, as needed.
- Review the STARS Technical Manual and become familiar with the system and credits and how they align with the Radford University Climate Action Plan.
- Assist with STARS data collection and analysis for STARS credits.
- Research strategies and programs that could advance Radford University's sustainability initiatives.
- Create a poster and presentation for local and regional meetings and conferences.
- Complete other duties as assigned.

DESIRED QUALIFICATIONS

- Strong mathematical skills
- Proficiency in Microsoft Excel and other Microsoft Office applications
- Familiarity with Microsoft OneDrive and SharePoint is desirable but not required
- Excellent oral and written communication skills
- Ability to conduct and document thorough research
- Superb organizational skills with attention to detail
- Self-starting, self-motivating, and self-correcting
- Ability to work independently and collaboratively
- Ability to handle a variety of tasks, use good time management skills

TERM:

- Spring 2018 Semester. Employment may be renewed based on job performance and need.

TO APPLY

Submit the application, written responses, resume, and at least one faculty reference to jnease@radford.edu.

Preference will be given to candidates who submit their application materials by December 6.