Sustainability Data Analyst

Position Summary:
This is a part-time (15-20hrs/week), Graduate Administrative Assistant (GAA) position in the Campus Sustainability Office (CSO) within Finance & Administration.

Position Description: This position will report to the Program Analyst with a focus on data analysis, research, and other activities, such as assisting in collecting campus-wide information for internal and external sustainability assessments.

Essential Duties:
*Assist in the data collection and analysis of PSU’s Greenhouse Gas (GHG) emissions and other sustainability indicators.* Examples of job duties include:
  - Collect data from a variety of sources internal and external to PSU
  - Maintain and, in some cases, develop, various sustainability databases, such as the GHG emissions spreadsheet and the Sustainability Tracking and Assessment Rating System (STARS) survey
  - Analyze various data sets such as University utilities, waste totals, and campus purchases to benchmark performance and identify improvement opportunities
  - Develop visual representations of data sets that can be used in reports and educational resources to increase understanding of sustainability performance.
  - Assist with tracking and evaluation of other information as needed such as PSU Green Revolving Fund projects, annual report data, etc.

Additional Duties:
  - Engage with and represent CSO in other departments and groups as needed (e.g. committees, meetings, work sessions, conferences, etc.)
  - Assist with CSO programming and activities as needed (e.g. tabling at events, Chuck it for Charity, etc.)

Minimum requirements:
  - Demonstrates strong interpersonal and organizational skills
  - Familiarity with data management programs, primarily Microsoft Excel
  - Experience with data collection and data analysis
  - Ability to summarize data and providerecommendations
  - Knowledge and interest in sustainability, resource stewardship, climate action, and resource conservation
  - Excellent verbal/written communications skills
  - Experience working with diverse groups and individuals and building partnerships toward common goals
  - Proficiency with Microsoft Office Suite
  - Student in good academic standing, enrolled in at least 9 graduate credits

Preferred qualifications:
  - Experience with Microsoft BI Software
  - Demonstrated creativity toward creating new initiatives and programs
  - Experience with sustainability-related indicators
• Professional experience or coursework in data or statistical analysis
• Enrollment in a related degree program, such as, Master of Public Administration, Master of Business Administration, Master of Environmental Management, Master of Urban and Regional Planning, Master of Engineering & Technology Management, Master of Mathematics & Statics, Master of Economics, Master of Leadership for Sustainability Education
• At least one year of availability / student status
• Availability in Summer months

Key Cultural Competencies:
• Creates an environment that acknowledges, encourages and celebrates differences.
• Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds.
• Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.
• Adheres to all PSU policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

Environmental Stewardship: Contributes to a culture of environmental stewardship, practices resource conservation, and actively works toward achieving long-term sustainability goals.

Appointment Term: September 2019 – August 2020, with opportunity to extend

Compensation & Hours
• Approximately 15 - 20hrs/week
• Tuition remission for 9 credit hours per term paid by the Graduate School on 9-month appointment (no tuition remission for summer term)
• $13 - $15/hour, dependent on experience.
• Weekly schedule and start date negotiable

How to Apply:
Position is open until filled. Please email your resume & cover letter to the Program Analyst, Amanda Wolf: wolf@pdx.edu. Please put “Sustainability Data Analyst” in the subject line of the email. Resumes will be reviewed starting August 1, 2019.