

MIT OFFICE OF SUSTAINABILITY

Job Description Form

Functional	Office of Sustainability		
Job Title:	Position Title: Sustainability Data Analyst		
Reports	Julie Newman	Titl	Director of Sustainability
Date	07/15/13		
Level/Grade	Choose an item.	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours____ 40 / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

POSITION OVERVIEW STATEMENT

The MIT Office of Sustainability seeks strong candidates for the position of *Sustainability Data Analyst*. The Office was established in 2013 and has set out to transform the campus into a powerful model that generates new and proven ways of responding to the unprecedented challenges of a changing planet. The candidate must be able to position MIT on the cutting edge of sustainability analytics - from collection to interpretation to application. This position will be managed by the Director of the Office of Sustainability but will work collaboratively with the departments of Planning, Capital Construction, Repair and Maintenance, Finance, Environmental Health & Safety, IS&T, Finance, and others.

The MIT Sustainability Data Analyst is responsible for providing analytical and tactical support for all sustainability projects with data-related needs and for setting an overall strategy for the collection, analysis, management, and communication of data and metrics. This individual will synthesize complex data from multiple sources into compelling stories. Primary responsibilities include:

- Collect, manage, and ensure the quality and integrity of data from multiple sources [e.g. energy, water, materials, food, transportation, waste] throughout campus;
- Oversee the MIT greenhouse gas inventory update and expansion process.
- Perform cost analysis where applicable, manage a sustainability analytics data base development process as well as any ad hoc analysis needed;
- Serve as a reporting and analytics expert by assisting with the development of relational and dimensional models and reports.



- Write an annual metrics performance report, develop infographics and graphs to illustrate data trends.

Principal Duties and Responsibilities

1. Manage the development of an overall sustainability analytics database for MIT campus
2. Manage the collection, quality assurance, storage, analysis and reporting of MIT's sustainability data. [e.g. energy, water, materials, food, transportation, waste]
3. Compile and oversee MIT's greenhouse gas inventories and quantify greenhouse gas reduction activities for the academic portfolio and extended properties to support the development of an emerging strategy;
4. Develop well-defined sustainability financial reporting templates and perform cost analysis where applicable
5. Support the process of making recommendations on current sustainability initiatives.
6. Support living lab projects (applied research on campus) related to campus systems (stormwater, mobility, etc.) by working closely with faculty, students, and staff as needed.
7. Translate complex data from multiple sources into compelling stories and visual representation to promote broader awareness of sustainability at MIT
8. Provides flexible support to other team members on an as-needed basis.
9. Collaborate with MIT's Data Warehouse team to achieve an understanding of the data used in order to develop reporting and analytics to meet the needs of (VPF's financial team) the Office of Sustainability
10. Prepare and deliver reports and analytics that will aide key decisions by partner departments and Institute leadership.
11. Perform data mining/cleansing of large amounts of data across all sustainability categories and relevant financial systems. (is this quality assurance, does it need to be repeated?)
12. Develop sustainability metric reporting system.

REQUIREMENTS:

- Bachelor's degree from 4-year College or University in Computer Science/Engineering/Finance/Business related field is required, Master's degree preferred
- Seven or more years of related work experience
- Strong analytical skills and self-starter
- Strong project management skills
- Highly proficient in MS Office software with advanced knowledge of Excel.
- Experience working with Energy and/or Sustainability Metrics preferred
- Must possess strong business acumen and demonstrate strategic thinking
- Strong project management skills required including the ability to lead a project team, prioritize tasks and provide mentoring as needed

- Ability to work with individuals at various levels across the Institute and externally
- Ability to collaborate and work effectively with others and function well as part of a team
- Ability to manage multiple projects and prioritize activity and promptly raise any obstacles
- Experience working in higher education a plus

Supervision Received

Will receive supervision from the Director of Sustainability

Supervision Exercised

Will be responsible for leading various projects.

