

The Office of Sustainability is seeking a dedicated, enthusiastic, and outgoing graduate assistant for the 2018-2019 academic year. This position will support Lehigh's overarching sustainability goals by supporting and coordinating three key programs within the office.

1. Facilitate Lehigh's participation in national competitions/events

- a. Oversee participation in RecycleMania (spring), Game Day Basketball (spring), Car Free Day (fall), Energy Conservation Month (fall), and Game Day Challenge (fall) and help plan specific events and do outreach throughout the year
- b. Work with other departments and clubs on hosting events during RecycleMania
- c. Investigate possibility of participation in other national events/competitions: Campus Conservation Nationals, etc.

2. Organize Earth Week & Earth Day Fair

- a. Oversee communications for Earth Week activities including communicating with departments to host events & communications for Earth Day Fair including recruiting on-campus & off-campus groups
- b. Generate creative social media posts, photo contest, campus announcements, Digital Information Display Boards, and table tents
- c. Work with other departments and clubs on hosting events during Earth Week
- d. Coordinate Earth Day Fair: follow ups, reserve locations, design table layout, order w/ custodial staff, organize day-of operations

3. Plan campus engagement events, campaigns, and activities

- a. Assist with pre-orientation and orientation planning and activities
- b. Work closely with Eco-Reps to organize and promote events
- c. Organize campus engagement events including, but not limited to: Campus Sustainability Day, World Food Day, America Recycles Day, etc.
- d. Collaborate with other groups on events that bring a greater awareness to issues of sustainability with particular focus on social equity, diversity and inclusion, health and wellness, and community vibrancy

Other responsibilities:

1. Support office communications:

- a. Advance office's presence and reach through newsletter articles, social media, blogs, and website posts
- b. Post, engage, and expand platforms based on set communications calendar and social media guidelines
- c. Compile regular posts/articles, interview individuals for sustainability spotlights, engage with followers
- d. Develop ideas and write blog articles for website
- e. Update the bulletin boards (spotlight, theme, fun fact, tips) each month

- f. Assist with sustainability website updates
- g. Other responsibilities as required

2. Attend weekly staff meetings

This position will work closely with the Sustainability Program Manager. The graduate student will be expected to work with undergraduate interns, administrative departments, and professors. An ideal candidate will be comfortable working with multiple stakeholders, managing and assigning tasks to student interns, and promoting sustainability initiatives across Lehigh's campus.

For this position, we are looking for a graduate student with the following skills:

- Experience organizing large campus events
- Strong organizational skills
- Ability to anticipate needs and take initiative
- Excellent time management
- Familiarity with education and outreach strategies, prior experience in the field of sustainability a plus
- Some graphic design experience creating posters, logos, infographics
- Social media (Facebook and Instagram) and communications experience
- Strong writing abilities for both internal & external audiences
- Ability to work alongside and delegate tasks to student interns and collaborate with other departments
- Professional demeanor including confidence in speaking with a diverse group of stakeholders

This position has an anticipated start date of May 2018. To apply, please send a resume and cover letter to sustainability@lehigh.edu.