The Office of Sustainability is seeking a dedicated, enthusiastic, and outgoing graduate assistant for the 2022-2023 academic year. This position will support Lehigh’s overarching sustainability goals by coordinating three key programs within the office.

1. Facilitate Lehigh’s participation in national competitions/events
   a. Oversee participation in Campus Race to Zero Waste (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

2. Organize Earth Week & Earth Day Fair
   a. Coordinate the Earth Day Fair and oversee communications for activities including communicating with departments and clubs to host events during Earth Week & communications for Earth Day Fair including recruiting on-campus & off-campus groups

3. Plan campus engagement events, campaigns, and activities
   a. Assist with pre-orientation and orientation planning and activities
   b. Collaborate with other groups on events

Other responsibilities:
- Support office communications
- Attend weekly staff meetings
- Other responsibilities as required

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 on campus.

For this position, we are looking for a graduate student with the following skills:
- Experience organizing large campus events
- Strong organizational skills and the ability to anticipate needs and take initiative
- Excellent time management
- Some graphic design experience creating posters, logos, infographics
- Social media (Facebook and Instagram) and communications experience
- Strong writing abilities for both internal & external audiences
- Professional demeanor and confidence in speaking with a diverse group of stakeholders
- Familiarity with outreach strategies, prior experience in the field of sustainability a plus

This position has an anticipated start date in May 2022. To apply, please send a resume and cover letter to sustainability@lehigh.edu.