



Building Eco-Rep Position

The Lehigh Eco-Rep Leadership Program fosters environmental responsibility by training student leaders to embody and promote sustainable living in residential halls and Greek houses. Through fun and educational events and operational and behavior change initiatives, Eco-Reps empower their fellow residents to take action to change their behaviors to live more sustainably.

Building Eco-Reps serve in a mid-level leadership role in *both residential halls AND Greek houses* and are a vital member of the Eco-Rep Leadership Program. They learn about sustainability topics during weekly meetings and serve as peer educators in their building. They also plan and implement two building events per semester as well as identify opportunities for innovation and challenge the status quo. Through their work, they help build a campus community for the 21st century. Each Building Eco-Rep works closely with their Eco-Rep Coordinator and serves as a mentor for a group of operationally-focused Hall Eco-Reps. Visit the [Eco-Rep Leadership Program website](#) to learn more about the program before applying.

Responsibilities

1. **Peer-to-Peer Education:** Building Eco-Reps are expected to learn about sustainable living topics (including food, water, energy, waste and recycling, etc) at weekly meetings. They are responsible for sharing the knowledge they learn regularly and in creative ways with their fellow residents.
2. **Building Events & Behavior Change:** Building Eco-Reps are expected to plan and execute two interactive and impactful building events per semester. These building events are aligned with the Eco-Rep Leadership Program monthly meeting themes and must promote a specific desired behavior change. They will learn Community Based Social Marketing strategies to assist in making an impactful event. Building Eco-Reps will take photos at their event and present at a weekly Eco-Rep Leadership Program meeting. In addition, Building Eco-Reps must complete a behavior change personal challenge each month and must assist with performing Sustainable Living Program certifications.

Additionally, once a semester, the Hall Eco-Reps will work directly with their Building Eco-Rep to take the lead on, plan, and execute an event strictly focused on operations (ie: an event targeting recycling habits in the hall). The Building Eco-Rep's role here is to mentor the Hall Eco-Reps on effective event planning while keeping them focused on an operationally-based behavior change. For example, planning an event on recycling catered to the challenges that specific building is facing would be appropriate.



Lehigh University
ECO-REPS

3. General Sustainability Support: Building Eco-Reps are often called on to help support campus-wide sustainability initiatives and events. They are expected to sign up for shifts to help as needed. This includes, but is not limited to helping with:
 - a. Trash and recycling education at the Student Orientation Picnic in August.
 - b. Game Day Challenge (fall semester)
 - c. Game Day Basketball (spring semester)
 - d. Trashion Show (spring semester)
 - e. Earth Day Fair (spring semester)

4. Measuring Impact: Building Eco-Reps will perform waste audits with their Hall Eco-Reps. Building Eco-Reps will collect and analyze data to show impact and areas of improvement.

5. Report Up: Building Eco-Reps work with the Hall Eco-Reps to ensure the practices in their building(s) are consistent with campus expectations of environmental stewardship. They will report to a Eco-Rep Coordinator and will meet with them individually biweekly to provide updates and discuss any issues in the building(s) that need to be addressed. Building Eco-Reps will also serve as a mentor to the Hall Eco-Reps in your building. Through this mentorship role, Building Eco-Reps will check in with their Hall Eco-Reps biweekly to make sure they have the supplies (signage, reminders, etc) they need and see what operational issues there are that need to be addressed. The Building Eco-Rep will report those issues to their Eco-Rep Coordinator. The Building Eco-Rep is also responsible for communicating with the building's Gryphon to maintain relationships with Residence Life, promote events, and make them aware of any issues.

6. Meetings & Trainings: Building Eco-Reps must attend, and in some cases lead, all scheduled meetings and training sessions. These include:
 - a. Weekly Eco-Rep Leadership Program meeting* (ATTEND)
 - b. Weekly RHC meetings (ATTEND)
 - i. RHCs will typically meet once a week. These schedules are based off each RHC/ Head Gryphon and will be different for each building.
 - ii. EcoRep will be a nonvoting member of the RHC Executive Board meaning that they will attend meetings, give updates, support in programming (if they are available and so choose), but will not be able to vote on matters pertaining to the board (appointments, resolutions, etc.).
 - iii. If you must miss a meeting, please send one of the Hall Eco-Reps in your place.
 - c. Biweekly one-on-one meeting with their Coordinator (ATTEND)
 - d. Biweekly meeting with their Hall Eco-Reps (as a group) (LEAD)
 - e. Monthly building level cluster family meeting (ATTEND)



Lehigh University
ECO-REPS

- f. Monthly meeting with your Hall Eco-Reps and the Assistant Director of the building to check in and update. (LEAD)
 - g. Eco-Rep Leadership Program Training in August before the academic year begins*.
 - h. Present at the Eco-Rep Leadership Program end of year presentation to the heads of departments in late April/early May.
*Note: The time you spend in meetings where you are learning skills for your job are not considered part of your paid hours.
7. Perform other duties as assigned.

Qualifications

- Prior experience as Eco-Rep is strongly preferred, but not required.
- Passionate about sustainability and desire to improve sustainability/eco-friendly behaviors in residential halls.
- Understanding of environmental issues and campus sustainability initiatives.
- Commitment to represent the Office of Sustainability and Lehigh in a positive and productive manner.
- Comfortable supervising peers. Prior supervisory experience is an advantage.
- Must be reliable, timely, and responsible.
- Attention to detail and problem-solving skills.
- Ability to maintain academic performance and succeed at work.
- Living on campus strongly preferred, but not always required.
- Full academic year commitment is required.

Additional Details

- Building Eco-Reps will be expected to work on *average* 3 hours per week. Actual weekly hours will fluctuate.
- Building Eco-Reps will receive a stipend.
- Building Eco-Reps will be certified in the Sustainable Office Program if living on campus.