



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.

Eco-Reps 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. 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. Operational: Eco-Reps serve as the operational eyes and ears on their hall and are responsible for several operational tasks. Each week they must complete an operational checklist, which includes:
 - a. Checking the waste and recycling closets for issues.
 - b. Monitoring bathroom and kitchen areas for water leaks.
 - c. Looking for energy issues such as lights being left on.
 - d. Ensuring windows aren't being left open in the winter, etc.
 - e. Checking the water bottle refill station counters to ensure they are working
3. Behavior Change: Building Eco-Reps are responsible for being agents of powerful, positive change by fostering sustainable living and empowering their fellow residents to take action and change behaviors. To do this, Eco-Reps are responsible for:
 - a. Two interactive and impactful building events per semester in collaboration with their fellow Eco-Reps of the residence hall. 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. Eco-Reps will take photos at their event and present at a weekly Eco-Rep Leadership Program meeting.



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- b. Eco-Reps must complete a behavior change personal challenge each month and must assist with promoting and performing virtual Sustainable Living Program certifications.
 - c. Place trash and recycling signage in the waste closets and ensure the signage is always up, in a visible spot, and clean.
 - d. Hang energy and water conservation reminders in bathroom, kitchen, and common areas.
 - e. Hang Eco-Rep campus event posters and building event flyers on the hall and sending GroupMe messages to notify residents of the events.

4. General Sustainability Support: 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. Game Day Basketball (spring semester)
 - b. Trashion Show (spring semester)
 - c. Earth Day Fair (spring semester)

5. Report Up: 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. Eco-Reps ensure they have the supplies (signage, reminders, etc) they need and see what operational issues there are that need to be addressed. The Eco-Rep will report those issues to their Eco-Rep Coordinator. The 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: 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. Biweekly one-on-one meeting with their Coordinator (ATTEND)
 - c. Monthly building level cluster family meeting (ATTEND)
 - d. Monthly meeting with your Assistant Director of the building to check in and update. (LEAD)
 - e. Eco-Rep Leadership Program Training on September 16.
 - f. Present at the Eco-Rep Leadership Program end of year presentation to the heads of departments in late April/early May.

7. Perform other duties as assigned.

Qualifications



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- 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

- Eco-Reps will be expected to work on *average* 4 hours per week. Actual weekly hours will fluctuate.
- Eco-Reps will be certified in the Sustainable Office Program if living on campus.