



Lehigh University  
**ECO-REPS**

## Hall Eco-Rep Position Description

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.

Hall Eco-Reps serve in an introductory leadership role in *residential halls only (not Greek houses)* and are a vital member of the Eco-Rep Leadership Program. **They are the operational eyes and ears of their hall and report waste, water, and energy issues that they find. They also put up signage and reminders throughout their hall and foster behavior change.** Hall Eco-Reps work closely with their mentor, a Building Eco-Rep. Visit the [Eco-Rep Leadership Program website](#) to learn more about the program before applying.

### Responsibilities

1. Peer-to-Peer Education: Hall Eco-Reps are expected to “walk the talk” and be role models for making sustainable choices to encourage environmentally responsible behaviors among peers. They are also expected to serve as an eco-resource for their fellow residents if they have questions, notice issues, or have an innovative idea.
2. Operational: Hall Eco-Reps serve as the operational eyes and ears on their hall and are responsible for several operational tasks. Each week, they must submit information on the following:
  - a. Check the waste and recycling closets for issues.
  - b. Monitor bathroom and kitchen areas for water leaks.
  - c. Look for energy issues such as lights being left on.
  - d. Ensure windows aren't being left open in the winter, etc.
  - e. Check the water bottle refill station counters to ensure they are working
  - f. Submit work orders for any issues discovered and report any work order submissions to their Building Eco-Rep and the building Gryphon.
3. Behavior Change: Hall 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, Hall Eco-Reps are responsible for:
  - a. Putting up trash and recycling signage in the waste closets and ensuring the signage is always up, in a visible spot, and clean.
  - b. Tabling a couple times a semester to show, and explain to residents, what is and is not recyclable.



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- c. Hanging water conservation reminders in bathroom and kitchen areas.
- d. Hanging energy conservation reminders in common spaces.
- e. Performing Sustainable Living Program certifications.
- f. Putting up Eco-Rep campus event posters and building event flyers on the hall and sending GroupMe messages to notify residents of the events.
- g. 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. For example, planning an event on recycling catered to the challenges that specific building is facing would be appropriate.

In addition, Hall Eco-Reps must complete a behavior change personal challenge each month.

4. Measuring Impact: Hall Eco-Reps will perform waste audits and collect and analyze data with the support of their Building Eco-Rep.
5. Report Up: Hall Eco-Reps ensure the practices on their hall are consistent with campus expectations of environmental stewardship. They will report to a Building Eco-Rep and will meet with them biweekly (with the other Hall Eco-Reps in your group) to provide updates and discuss any issues that need to be addressed.
6. Meetings & Training: Hall Eco-Reps must attend all scheduled meetings and training sessions. These include:
  - a. Eco-Rep Leadership Program Training in September\*. (ATTEND)
  - b. Biweekly meeting with building level Eco-Rep (with the other Hall Eco-Reps in your group). (ATTEND)
  - c. Weekly Eco-Rep Leadership Program meeting\* (ATTEND)
  - d. Monthly meeting with your Building Eco-Rep and the Assistant Director of the building to check in and update. (ATTEND)
  - e. Present at the Eco-Rep Leadership Program end of year presentation to the heads of departments in late April/early May. (ATTEND)
  - f. You may occasionally be asked to fill in for your Building Eco-Rep at a RHC meeting if they are unable to attend. (ATTEND)

\*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.



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### **Qualifications**

- Passionate about sustainability and desire to improve sustainability/eco-friendly behaviors in residential halls.
- Ability to effectively communicate and engage with peers.
- Commitment to represent the Office of Sustainability and Lehigh in a positive and productive manner.
- 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**

- Hall Eco-Reps will be expected to work on *average* 2 hours per week. Actual weekly hours will fluctuate.
- Hall Eco-Reps will receive a stipend.
- Hall Eco-Reps will be certified in the Sustainable Living Program if living on campus.