**Sustainability Events Assistant**

**Position:** Sustainability Events Assistant  
**Department:** Office of Sustainability  
**Supervisor:** Audrey McSain  
**Pay Rate Level:** Varies depending on class year and experience. This is a work study position only.  
**Phone:** 610-758-3692  
**Location:** 516 Brodhead Avenue  
**E-Mail:** aem619@lehigh.edu

**Description:** The Office of Sustainability is seeking members to become part of a team specializing in campus sustainability events for the 2020-2021 academic year. This team will work on raising awareness and education of campus sustainability efforts through campus-wide events.

**Responsibilities may include:**
- Planning and engaging the campus community at events
- Distributing event posters throughout campus
- Assisting with educational tabling (creating materials, setup, execution, breakdown)
- Brainstorming and developing new events
- Maintaining and updating bulletin boards monthly
- Assist with other tasks as needed
- Attending weekly staff meetings

**Preferred Qualifications:**
- Strong communication and writing skills
- Experience with planning events
- An outgoing, people person

**Notes:** The intern will be expected to work 4-10 hours per week. This position will start in August 2020.

**To Apply:** Please complete the application available on Handshake or complete this form. In addition, send a copy of your resume to sustainability@lehigh.edu.
Deadline: Open until filled