



Sustainability Events & Projects Assistant

Position: Sustainability Events & Projects 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 seeks students to assist with campus sustainability events and projects for the 2023-2024 academic year. This team will work on raising awareness and education of campus sustainability efforts through campus-wide event as well as support efforts related to Lehigh's [Sustainability Strategic Plan 2030](#).

Responsibilities may include:

- Planning and engaging the campus community at events
- Assisting with educational tabling (setup, execution, breakdown)
- Researching similar events and initiatives at other universities and organizations
- Developing engaging presentations, educational tip sheets, and other documents
- Other tasks as needed
- Attending weekly staff meetings

Preferred Qualifications:

- Strong organizational skills
- Strong written and oral communication skills
- Ability to work independently

Notes: The intern will be expected to work a minimum of 6-10 hours per week. This position will start in August 2023.

To Apply: Please complete this [form](#) and upload a copy of your resume.

Deadline: Open until filled.