



Sustainable Office Program Assistant

Position: Sustainable Office Program 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

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Description: The Office of Sustainability seeks a Sustainable Office Program Assistant for the 2023-2024 academic year. This position will support academic and operational departments in becoming more sustainable, through the implementation of the Sustainable Office Program certification. This tool will provide offices on campus with the opportunity to work towards resource conservation and sustainability through tiered activities.

Responsibilities may include:

- Developing engaging presentations, educational tip sheets and certification documents
- Collecting and presenting data related to waste, water, energy, transportation and purchasing with the intention of enabling sustainable behaviors among staff and faculty
- Performing walk-through audits of offices on campus to determine opportunities for resource conservation and waste reduction
- Delivering presentations at staff meetings or Green Team meetings
- Assisting with certification process: evaluating applications, issuing certificates and suggesting next steps
- Promoting the Sustainable Office Certification through various media
- Attending weekly staff meetings

Preferred Qualifications:

- Strong organizational skills
- Strong ability to pay attention to detail
- Strong written communication skills
- Strong presentation and public speaking skills

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.