



## **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](mailto:aem619@lehigh.edu)

**Description:** The Office of Sustainability is seeking members to become part of a team specializing in campus sustainability events for the 2022-2023 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 January 2023.

**To Apply:** Please complete this [form](#). In addition, send a copy of your resume to [sustainability@lehigh.edu](mailto:sustainability@lehigh.edu).

**Deadline:** Open until filled