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 2021-2022 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:
- Those who have been an Eco-Rep or had experience working on campus sustainability projects before are strongly encouraged to apply
- Experience with Microsoft Office suite
- Strong communication and presentation skills
- Confidence presenting to groups of staff and faculty

Notes: The intern will be expected to work 4-10 hours per week. This position will start in August 2021.

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