Special Sustainability Projects Assistant

Position: Special 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 is seeking a student to assist with a variety of sustainability special projects. The Special Projects Assistant will help support efforts related to Lehigh’s Sustainability Strategic Plan 2030 and other initiatives to bring goals to fruition.

Responsibilities may include:
- Researching similar projects at other universities or organizations  
- Identifying on-campus resources to support projects  
- Researching and identifying relevant external products and third-party services, when applicable  
- Developing engaging presentations, educational tip sheets, and other documents  
- Attending weekly staff meetings

Preferred Qualifications:
- Strong organizational skills  
- Strong written communication skills  
- Ability to work independently  
- An outgoing, people person

Notes: The intern will be expected to work 4-10 hours per week, with some variability based on event needs. This position will start in August 2022

To Apply: Please complete this form. In addition, send a copy of your resume to sustainability@lehigh.edu.

Deadline: Open until filled