



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

**Deadline:** Open until filled