The Office of Sustainability is seeking a dedicated, enthusiastic, and outgoing graduate assistant for the 2016-2017 academic year. This position will support Lehigh’s overarching sustainability goals by supporting and coordinating three key programs within the office:

1. **Facilitate Lehigh’s participation in national competitions/events**
   a. Oversee participation in RecycleMania (spring), Game Day Challenge (fall), and Game Day Basketball (spring) and help plan specific events and do outreach throughout the year
   b. Collect and input waste, recycling, and energy consumption data into competition tracking systems
   c. Investigate possibility of participation in other national events: Campus Conservation Nationals, etc.

2. **Organize Earth Week & Earth Day Fair**
   a. Oversee communications for Earth Week activities including communicating with departments to host events & communications for Earth Day Fair including recruiting on-campus & off-campus groups
   b. Design poster and t-shirt/bag logo for Earth Week as well as generate creative social media posts, photo contest, campus announcements, DIBs, and table tents
   c. Coordinate Earth Day Fair: reserve location, design layout, order w/ ABM, organize day-of operations

3. **Plan campus engagement events and activities**
   a. Work closely with Eco-Reps to organize and promote events
   c. Collaborate with other groups on events that bring a greater awareness to issues of sustainability with particular focus on social equity, diversity and inclusion, health and wellness, and community vibrancy.

Other possible responsibilities:

1. **Support office communications: social media, blog, website**
   a. Advance office’s presence and reach through social media, blogs, and website posts
   b. Post, engage, and expand platforms based on set communications calendar
   c. Compile regular posts/articles, interview individuals for sustainability spotlights, engage with followers
   d. Assist with sustainability website updates

2. **Attend weekly staff meetings**
3. **Assist with student orientation activities related to the Office of Sustainability**

This position will work closely with the Sustainability Program Manager. The graduate student will be expected to work with undergraduate interns, administrative departments, and professors. An ideal candidate will be comfortable working with multiple stakeholders, managing and assigning tasks to student interns, and promoting sustainability initiatives across Lehigh’s campus.

For this position, we are looking for students with the following skills:

- Familiarity with education and outreach strategies, prior experience in the field of sustainability a plus
- Experience organizing large campus events
- Graphic design experience for posters and logos
- Strong organizational skills and time management skills
- Social media and communications experience
- Strong writing abilities for both internal & external audiences
- Ability to work alongside and assign tasks to student interns and collaborate with other departments
- Professional demeanor including confidence in speaking with diverse group of stakeholders

This position has an anticipated start date of summer 2016. The position will be paid at $15/hour.

To apply, please send a resume and cover letter to sustainability@lehigh.edu
The Office of Sustainability is seeking a dedicated, enthusiastic, and sustainability-minded graduate assistant for the 2016-2017 academic year. In 2009, Lehigh signed the Lehigh Climate Commitment that outlined top priorities for the university to focus on in order to reduce our impact. In 2012, the Campus Sustainability Plan was adopted, laying forward short- and long-term sustainability goals. This position will support Lehigh’s overarching sustainability goals by organizing, analyzing, and reporting on key sustainability datasets and metrics. This position will be responsible for careful analysis of several key programs:

Key Responsibilities:

- Collecting and managing data gathered from dozens of sources and accurately reporting Lehigh’s progress using standard reporting tools
- Work with a number of departments and contractors including Transportation Services, HR, Grounds, Athletics and Environmental Health and Safety to collect data needed for Greenhouse Gas Inventory
- Collecting and inputting data into tracking mechanisms for Sustainability Plan metrics, STARS, etc.
- Preparing graphs/table and presentations that summarize and highlight data
- Compiling data into year-end summaries for campus departments and reporting organizations
- Working alongside Graphic Design Assistant to create infographics that present data in an easy to understand format
- Collecting and managing data gathered from Facebook and Instagram on page likes, post reach, website clicks, response rate, response time etc.
- Attending bi weekly staff meetings

This position will work closely with the Sustainability Officer. The graduate student will be expected to work with undergraduate interns, administrative departments, and professors. An ideal candidate will be comfortable working with multiple stakeholders, managing and assigning tasks to student interns, and promoting sustainability initiatives across Lehigh’s campus.

For this position, we are looking for students with the following skills:

- Experience with data compilation and analysis
- Familiarity with creating reports
- Strong organizational and time management skills
- Ability to work alongside and assign tasks to student interns
- Prior experience in the field of sustainability a plus

This position has an anticipated start date of summer 2016. The position will be paid at $15/hour. To apply, please send a resume and cover letter to sustainability@lehigh.edu