



Hall Eco-Rep Position

The [Lehigh Eco-Rep Leadership Program](#) fosters environmental responsibility by training student leaders to embody and promote sustainable living in residential halls and Greek houses. Through fun and educational events and operational and behavior change initiatives, Eco-Reps empower their fellow residents to take action to change their behaviors to live more sustainably.

The Hall Eco-Rep position is the first of three different leadership roles in the program. They serve in *residential halls only (not Greek houses)* and are a vital member of the Eco-Rep Leadership Program. **They are the operational eyes and ears of their hall and report waste, water, and energy issues that they find. They also put up signage and reminders throughout their hall and foster behavior change.** Hall Eco-Reps work closely with their mentor, a Building Eco-Rep.

Responsibilities

1. Operations and Measuring Impact: Hall Eco-Reps serve as the operational eyes and ears on their hall and are responsible for several operational tasks. Each week, they must:
 - a. Complete a weekly checklist
 - i. Check the waste and recycling closets for issues.
 - ii. Monitor bathroom and kitchen areas for water leaks.
 - iii. Look for energy issues such as lights being left on.
 - iv. Ensure windows aren't being left open in the winter, etc.
 - v. Check the water bottle refill station counters to ensure they are working
 - b. Perform waste audits and collect and analyze data with the support of their Building Eco-Rep 1-2x per academic year.
2. Behavior Change: Hall Eco-Reps are expected to "walk the talk" and be role models for making sustainable choices to encourage environmentally responsible behaviors among peers. To do this, Hall Eco-Reps are responsible for:
 - a. Putting up trash and recycling signage in the waste closets and ensuring the signage is always up, in a visible spot, and clean. Hanging water and energy conservation reminders in bathroom, kitchen areas, and common spaces.
 - b. Tabling a couple times a semester to show, and explain to residents, what is and is not recyclable.
 - c. Performing Sustainable Living Program certifications.
 - d. Putting up Eco-Rep campus event posters and building event flyers on the hall and sending GroupMe messages to notify residents of the events.
 - e. Serving as an eco-resource for their fellow residents if they have questions, notice issues, or have an innovative idea.
 - f. Assisting their Building Eco-Rep in planning and hosting 2 building events per semester.

In addition, Hall Eco-Reps must complete a behavior change personal challenge each month.

3. General Sustainability Support: Hall Eco-Reps are often called on to help support campus-wide sustainability initiatives and events. They are expected to sign up for shifts to help as needed. This includes, but is not limited to helping with:
 - a. Trash and recycling education at the Student Orientation Picnic in August.



- b. Southside Clean Up (fall/spring semester)
 - c. Trashion Show (spring semester)
 - d. Earth Day Fair (spring semester)
 - e. Move Out Collection (spring semester)
4. Report Up: Hall Eco-Reps ensure the practices on their hall are consistent with campus expectations of environmental stewardship. They will report to a Building Eco-Rep and will meet with them biweekly (with the other Hall Eco-Reps in your group) to provide updates and discuss any issues that need to be addressed.
5. Meetings & Training: Hall Eco-Reps must attend all scheduled meetings and training sessions.* These include:
 - a. Eco-Rep Leadership Program Retreat on August 23 before the academic year begins. (MANDATORY ATTENDANCE)
 - b. Orientation activities between August 24-27 (MANDATORY ATTENDANCE, except for first-year students)
 - c. Weekly Eco-Rep Leadership Program meeting** (ATTEND)
 - d. Biweekly meeting with building-level Eco-Rep (ATTEND)
 - e. Present at the Eco-Rep Leadership Program End of Year Presentation to the heads of departments in late April/early May.

*The time you spend in meetings where you are learning skills for your job are not considered part of your paid hours.

**The first Wednesday of each month is for Building and Greek Eco-Reps only
6. Perform other duties as assigned.

Qualifications

- Passionate about sustainability and desire to improve sustainability/eco-friendly behaviors in residential halls.
- Ability to effectively communicate and engage with peers.
- Commitment to represent the Office of Sustainability and Lehigh in a positive, productive manner.
- Must be reliable, timely, and responsible.
- Attention to detail and problem-solving skills.
- Ability to maintain academic performance and succeed at work.
- Living on campus is strongly preferred, but not always required.
- Full academic year commitment is required.

Additional Details

- Hall Eco-Reps are expected to work on *average* 2 hours per week. Actual weekly hours will fluctuate.
- Hall Eco-Reps will receive a small stipend.