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| Job Title: | Recycling & Waste Reduction Fellow | Job Category: | Temporary, Staff |
| Department/Group: | Office of Sustainability | Job Code/ Req#: |  |
| Location: | Medford, MA | Travel Required: | Yes, occasionally |
| Level/Salary Range: | $16.50/hr, 35 hrs/wk, 1 year term | Position Type: | Fellow |
| HR Contact: | Tina Woolston | Date Posted: | 2/5/19 |
| Will Train Applicant(s): | Yes | Posting Expires: | Rolling until hired |

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| External Posting URL: | TBD |

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| Applications Accepted By: |  |
| Fax or Email: recycle@tufts.edu  Subject Line: Recycling & Waste Reduction Fellow | Mail: Tina Woolston  Sustainability Program Director  Tufts Office of Sustainability  550 Boston Ave, Second Floor  Medford, MA  02155 |

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| Job Description |
| Role and Responsibilities Working for the Office of Sustainability in collaboration with Facilities Services – Campus Services, the Recycling & Waste Reduction Fellow would be responsible for helping Tufts University meet its goal of reducing waste by 3% each year. This fellowship is designed to provide significant work experience to a recent graduate who does not already have a professional background in the field of waste management but is interested in exploring it as a potential career path. Generally, fellows are provided with unique leadership opportunities that are not typically available to someone starting out in an entry-level position. The Fellow would help manage student interns and respond to waste and recycling related requests from the campus community as well as manage other waste related projects. Although projects vary each year, in general during the fall semester the focus is on move-in, recycling education and outreach, and the spring semester focuses on planning for move out. Other potential responsibilities and projects could be:   * Investigate and respond to customer recycling requests for furniture, labels, lids, trash & recycling containers, desk side trash or recycling bins, etc. * Submit and complete incoming work orders as needed * Identify new waste streams for diversion (e.g. books, disposable gloves, furniture, etc.) and develop ways to divert them from the waste stream. * Identify opportunities to prevent wasteful purchases (e.g. desk top printers) and work to promote alternatives. * Develop effective and creative ways to change behaviors to reduce, reuse and recycle items no longer needed by Tufts community members. * Supervise student labor, with the opportunity to participate in the hiring process if desired. * Deliver training seminars to employees and students. * Track volumes and weights of waste streams in coordination with our haulers * Create monthly and annual waste data reports for all campuses * Coordinate waste audits * Organize and run meetings * Manage compost and recycling at zero-waste events * Inventory and organize various recycling and waste related items in storage and around campus * Support the Office of Sustainability’s university-wide sustainability initiatives   **QUALIFICATIONS AND EDUCATION REQUIREMENTS**   * Recent graduate of an undergraduate college or university * Familiarity with Microsoft Office software * Ability to navigate stairs and uneven terrain; lift up to 35 pounds; and walk around the 150 acre property. * Ability to send and receive professional emails, phone calls, and maintain good customer service interactions * Willing to work events that may occur on a weekend or weekday evening * Great organizational skills and attention to detail * Self-directed and self-motivated * Excellent time management skills * Execute effective and reasonable delegation when necessary * Ability to learn quickly and maintain enthusiasm for learning and developing new skills * Familiar with how to work in a professional setting and be accountable to others * Comfortable creating connections with vendors, and groups on/off campus. * Comfortable working in a dynamic and fast-paced environment * Proactive about finding solutions to problems when presented with a time sensitive issue * Possess excellent written and verbal communication skills  Preferred Skills  * Familiarity with Asana project management software * Proficiency with Excel * Comfortable reading site plans and floor plans * Interest in the environment and/or sustainability issues * Experience with waste reduction and diversion initiatives  Additional Notes Occasionally some travel may be required to the Boston campuses as well as the Grafton campus. The role and responsibilities will primarily be based on the Medford/Somerville campus.  Depending on the semester, this job could be 50% field work and 50% computer work. This position suits someone who likes: being active and outdoors, the occasional ability to travel, the ability to work independently, is highly motivated, and possesses excellent communication skills with students, professors, senior administrators, peers, vendors and customers.  This is a one year term-limited, full time hourly position and includes benefits. |

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| Last Updated By: | Tina Woolston | Date/Time: | 2/5/19 4:56 PM |