Send resume and paper application to Susan Budler (sbudler1@unl.edu)
Application can be found at: http://fmo.unl.edu/landscape-services/student-employment
Review resume and application: April 22, 2016
Desired start date: August 15, 2016

General Description of Duties:

Assist the Waste Management Manager in developing, implementing and maintaining recycling on campus. Assist in annual recycler’s survey; tracking of recycling drop-off program; assist in market research for selected recycled materials; assist in developing educational materials for specific recycling programs; assist with environmental awards and earth day activities; coordinate internal office paper recycling program; work with student groups promoting recycling activities on campus.

Specific Responsibilities:

1. Communicate with faculty, staff and students to keep recycling efficient and economically viable.
2. Coordinate student volunteers in their help with recycling on campus.
3. Coordinate and assist with recycling during special events on campus. Events may or may not include: Go Green for Big Red, Big Red Welcome, Recyclemania and Earth Day.
4. Assist with pick up and delivery of recyclables.
5. Coordinate with Operations and Construction Managers on answering phone calls and scheduling pick up of recyclables.
6. Communicate with and educate faculty, staff and students to create a more efficient and economically viable recycling program.
7. Write grants to enhance materials pick up, equipment, and supplies for recycling efforts
8. Assist in identifying ways to make recycling better on campus.
9. Coordinate with the City of Lincoln Recycling Coordinator’s Office on city wide recycling educational activities.
10. Developing educational programs to promote recycling on campus.
11. Maintain database and spreadsheets on amount of recycling and solid waste material collected. Create Annual Survey with information. Update webpage as needed.
12. Work on other activities as directed by the Operations Manager and the Construction Manager.

Minimum Qualifications:
Graduate student in Community and Regional Planning, Marketing, Public Administration, Civil Engineering, Environmental Studies or related field. Must be familiar with computers, particularly Microsoft products including Word, Excel, Access, PowerPoint and Publisher. Good oral, written, organizational and equipment skills are desired.

Work Schedule:
Maximum of 20 hours per week Monday through Friday between the hours of 7 am and 5 pm. Some weekend and evening work may be required.