

**RECYCLING COORDINATOR GRADUATE ASSISTANTSHIP**  
**University of Nebraska—Lincoln Landscape Services**

General Description of Duties

Assist the Operations Manager and Construction 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.
- This position requires a valid driver's license.

Work Schedule

Minimum 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.

To Apply

Complete the Landscape Services Student Application (see following pages). Submit application and resume via email to Susan Budler ([sbudler1@unl.edu](mailto:sbudler1@unl.edu)) or drop off at UNL Landscape Services, 1309 N 17th Street, Lincoln NE 68588. Application review begins May 31, 2013.

UNL LANDSCAPE SERVICES  
 P.O BOX 880663  
 LINCOLN, NE 68588-0663



UNIVERSITY OF NEBRASKA-LINCOLN  
 Student/Temporary Employment Application

**Employer's Statement:** The University of Nebraska-Lincoln is subject to state and federal equal opportunity laws which prohibit discrimination on the basis of gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation.

**Instructions to Applicant:** Clearly and completely state your interests and qualifications on your application form  
 Applications are retained under active for three (3) months

Applicant's name (Last, First, Middle Initial)	Type of Work (check all that apply) <input type="checkbox"/> Full Time Temporary <input type="checkbox"/> Part Time Temporary <input type="checkbox"/> Student
Street Address	Position(s) Applied For
City, State, Zip	Home Phone Number: ( ) Cell Number: ( )

**GENERAL INFORMATION**

List your present or most recent employer first, Include U.S. Armed Forces and Volunteer experiences.

**Resumes are accepted but may NOT be substituted for the following information.**

Completely fill out each section of the employment record and supplemental form, give detailed information.

We will conduct references with previous employers.

**PERSONAL REFERENCES**

May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name	Phone Number
	1	
	2	

**EMPLOYMENT INFORMATION**

**DESCRIPTION OF DUTIES**

EMPLOYER	Position Title	# Supervised _____
Address, City, State	Description of Duties:	
Immediate Supervisor Phone # ( )		
Date of Employment (MO, YR) Ending Salary From: To: \$		
Total Time Employed: Hours per week Years: Months:		
Reason for job change		
EMPLOYER	Position Title	# Supervised _____
Address, City, State	Description of Duties:	
Immediate Supervisor Phone # ( )		
Date of Employment (MO, YR) Ending Salary From: To: \$		
Total Time Employed: Hours per week Years: Months:		
Reason for job change		

## EDUCATION INFORMATION

Circle last grade completed in elementary or high school    1 2 3 4 5 6 7 8 9 10 11 12    GED

Name and location (City/State) of last high school \_\_\_\_\_

### NAME & LOCATION OF SCHOOL

College or University	Dates Attended:                      From:                      To: Credit Hours Completed: Did you Graduate? (circle)    Yes    No Degree Earned: Curriculum:                      Major:                      Minor:
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Graduate or Professional	Dates Attended:                      From:                      To: Credit Hours Completed: Did you Graduate? (circle)    Yes    No Degree Earned: Curriculum:                      Major:                      Minor:
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Other Schools (Business, Technical or Military)	Dates Attended:                      From:                      To: Credit Hours Completed: Did you Graduate? (circle)    Yes    No Degree Earned: Curriculum:                      Major:                      Minor:
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## ADDITIONAL INFORMATION

List any certificates, licenses, special skills, qualifications, training, and language skills you have acquired along with specialized equipment you can operate \_\_\_\_\_

"Have you ever been convicted or pled guilty to a misdemeanor? (circle)    Yes    No

If yes, please explain: Date(s), County, Country, State offense occurred in, and Violation(s). Please enter N/A if not applicable.

Have you ever been convicted or pled guilty to a felony? (circle)    Yes    No

If yes, please explain: Date(s), County, Country, State offense occurred in, and Violation(s). Please enter N/A if not applicable.

Are you subject to a court order? (circle)    Yes    No

If yes, please explain: Date(s), County, Country, State offense occurred in, and details of the court order. Please enter N/A if not applicable."

Students and Employees on Temporary appointments are subject to at-will status

"I certify that the information contained in this application is true to the best of my knowledge and belief. I understand that any material omission of facts or misrepresentation may result in my discharge, if hired, regardless of when discovered. Unless otherwise expressly stated in a written appointment to a position or in a written contract of employment duly approved and executed by UNL, regular office/service and managerial/professional employees are considered employees at will, and either UNL or the employee may terminate the employment relationship upon giving proper advance notice. I grant permission to the University of Nebraska-Lincoln to investigate my employment record, educational record, and other records to verify the information I have provided on this application and/or any additional information I have provided and release the University from any liability resulting from such investigation.

By signing below, I certify that I have read and agree with these statements."

Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED**



Date available to begin work: \_\_\_\_\_

Do you have a valid driver's license?  Yes  No From which state? \_\_\_\_\_

You must have at least 7 of 12 points remaining on your driving record to be eligible for employment and without any major traffic violations.

Have you ever worked for UNL, UNO or UNK?  Yes  No

Which department? \_\_\_\_\_When \_\_\_\_\_

Do you prefer (circle one)  
City East Either

Are you a Student? Yes  No  Where?  UNL  Wesleyan  Doane  SCC  Other \_\_\_\_\_

Major \_\_\_\_\_ # Hours this semester \_\_\_\_\_ Year: 1 2 3 4 Grad

Are you eligible for Work Study?  Yes  No

You must be 18 years old to work at Landscape Services

Are you at least 18 years old?  Yes  No

Normal work hours at Landscape Services are 7:00 am – 3:30 pm, Monday–Friday (Summer hours are earlier).

**Please indicate the hours you are available for work:**

MONDAY \_\_\_\_\_to\_\_\_\_\_  
TUESDAY \_\_\_\_\_to\_\_\_\_\_  
WEDNESDAY \_\_\_\_\_to\_\_\_\_\_  
THURSDAY \_\_\_\_\_to\_\_\_\_\_  
FRIDAY \_\_\_\_\_to\_\_\_\_\_

**1. Indicate equipment operated/used through work experience:**

- |                          |                         |                 |
|--------------------------|-------------------------|-----------------|
| ____ Tractor             | ____ Snowplow           | ____ Loader     |
| ____ Riding Mower        | ____ Bobcat/Skidsteer   | ____ Dump Truck |
| ____ Push Mower          | ____ Weed whip          | ____ Chainsaw   |
| ____ Snow blower         | ____ Stump grinder      | ____ Chipper    |
| ____ Fertilizer spreader | ____ Power Rake         | ____ Tiller     |
| ____ Aerator             | ____ Pruning hand tools | ____ Edger      |
| ____ Power Saw           | ____ High Lift          | ____ Computer   |

**2. Indicate experience in the following areas:**

- |                                |                             |                            |
|--------------------------------|-----------------------------|----------------------------|
| ____ Fertilizing grass, shrubs | ____ Mowing grass           | ____ Seeding               |
| ____ Pest Control              | ____ Underground Irrigation | ____ Laying sod            |
| ____ Raking/mulching leaves    | ____ Removing snow          | ____ Repairing fences      |
| ____ Maintain annual flowers   | ____ Maintain perennials    | ____ Pruning trees, shrubs |
| ____ Maintain display garden   | ____ Retaining walls        | ____ Greenhouse            |
| ____ Landscape garden          | ____ Design of landscapes   | ____ Arboretum             |
| ____ Concrete                  | ____ Asphalt                | ____ Planting trees/shrubs |

Other relevant work/education experience\_\_\_\_\_

\_\_\_\_\_