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03-Oct-2024

Recycling Materials Assistant (FWS Eligible)

Student Worker IV

105104BR

Job Description

Zero Waste, a department of ASU Facilities Management, seeks a student worker to assist the Operations Manager with coordinating and performing recycling pick-ups and meeting needs of diverse customers on Tempe Campus in an effort to advance the zero-waste initiative for Arizona State University.

US citizens or eligible non-citizens may not work more than an average of 25 hours a week (or 62.5 percent FTE) over a rolling twelve month period. This maximum applies to the combined total of all jobs, including hours associated with stipends paid for services.

Student Recruitment Type

Student Hire Hourly

Campus/Location

Campus: Tempe

Department Name

FDM FM Zero Waste SS

Full-Time/Part-Time

Part-Time

VP Code

EVP BUSINESS & FINANCE

Scope of Search

Open

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range

\$17.40 per hour

Close Date

07-October-2024

Essential Duties

- Coordinate and schedule routine recycling pick-ups.
- Interact with and meet the needs of diverse customers.
- Operate recycling and waste compactors (training provided).
- Sort, process, and prepare different materials for processing.
- Perform routine daily/weekly tasks with timeliness and accuracy, and report all requested data for each task
- Adjust workday routine on demand to accomplish sudden or urgent tasks.
- Drive golf carts, forklifts, and a 15-foot stake-bed truck with lift gate in and around the Tempe campus (training provided).
- Assist full-time employees with their tasks, including but not limited to materials handling, event tabling, volunteer events and other Zero Waste departmental needs as assigned by supervisor.

Minimum Qualifications

This classification is limited to teaching/research aide type work or those positions requiring highly specialized skills and/or technical knowledge.

Desired Qualifications

- Must possess a valid Arizona Driver's License
- Evidence of effective communication skills
- Ability to work independently and with a team
- Demonstrated reliability, adaptability, and customer service skills.
- Able to lift, move, and empty materials weighing up to 50 pounds and, with assistance, heavier items.
- Experience working with Microsoft Office (e.g. Excel, Word, Outlook, etc) and Google Forms (or similar)

Working Environment

Work outdoors in extreme temperatures. Stand, bend, climb and kneel for extended periods of time. Lift, move, empty materials weighing up to 50 pounds and occasionally, with assistance, heavier items. Drive University vehicles and golf carts.

Department Statement

ASU Facilities Development and Management (FDM) maintains and services all university-owned property, and develops and constructs innovative and sustainable facilities. FDM's vision

is to contribute to and guarantee the success of the university's mission by creating and caring for the ASU campus and environment. We provide quality customer service, effectively steward our resources, and meet the needs of the university through creative and collaborative efforts.

Must possess a valid Arizona driver's license (minimum Class D) upon employment and maintain throughout employment. Post-offer of employment, selected candidate must possess an acceptable driving record which is 5 or fewer points in the most recent 39 month period from date of hire.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Work reference history information for 3 current and/or former supervisors will be requested at time of interview.

Only electronic applications are accepted for this position.

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