**Recycling Program Assistant**

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**Please see Special Instructions for more details.**

A limited number of hours of training will be scheduled in the 5/21/18 – 6/1/18 date range. Official job start date as early as 6/18/2018 and no later than 9/20/2018. When applying you will be required to attach the following electronic documents: 1) A Resume/Vita 2) A cover letter indicating how your qualifications and experience have prepared you for this position. Please also include your student ID number. 3) One paragraph that summarizes how OSU’s department composting program works (see http://fa.oregonstate.edu/recycling/services/composting-departments for details). You may upload your paragraph as Other Document 1, if needed. For additional information please contact: Andrea.Norris@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Note: All job offers are contingent upon Human Resources final approval. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

**Position Details**

**Position Information**

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| **Position Title** | Student Technical Assistant |
| **Job Title** | Recycling Program Assistant |
| **Appointment Type** | Student Employee |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 50% |
| **Appointment Basis** | 12 |
| **Min Hourly Rate** | $10.25 (Standard); $10.00 (Non-Urban); $11.25 (Portland Metro) |
| **Max Hourly Rate** | $16.50 (Standard & Portland Metro); $16.00 (Non-Urban) |
| **Position Summary** | This recruitment will be used to fill two (2) part-time (a maximum of 20 hours per week) Recycling Program Assistant positions for Procurement, Contracts and Materials Management (PCMM) Department at Oregon State University.  This position assists the Recycling Program Manager and the Marketing and Development Coordinator in planning, implementing, assessing, and providing logistical support for Campus Recycling programs that may include building assessments, recycling route updates, event recycling processes, signage best practices, the “All in the Hall” hallway recycling program, composting, game day recycling, or others. The position also provides support for recycling outreach and events. This position is in Campus Recycling which is part of Materials Management, a unit in Procurement, Contracts and Materials Management, in the Business Affairs Department at Oregon State University. |
| **Position Duties** | 65% PROGRAM DEVELOPMENT Collects and tracks waste-related data through observation, reviewing documents, completing waste audits, coordinating pilot programs, initiating surveys, and other methods as required. Researches waste related information and best practices through online research, email inquiries, and phone calls. Summarizes data, findings, and research, in writing and verbally. Potentially analyzes results and provides recommendations to Recycling Manager. Potentially designs experiments, pilot programs, or surveys.  30% OUTREACH ASSISTANCE Sets up or distributes program materials such as bins, signage, and marketing materials. Schedules and participates in planning meetings. Creates and posts content for the Campus Recycling website. Coordinates communication and logistics for events, such as the Beyond Earth Day Community Fair booth registrants, and Res. Hall Donation Drive recipients. Assists with program outreach and promotion. Staffs recycling booths and events as needed.  5% OTHER DUTIES AS ASSIGNED Other operational and outreach duties as assigned by the Recycling Program Manager and/or the Marketing and Development Coordinator. |
| **Minimum Qualifications** | Employment Eligibility Requirements (<http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements>) |
| **Additional Required Qualifications** | The Materials Management unit supports the sustainability objectives of OSU. The staff and students work with departments to assure that OSU is a leader in reuse and recycling. This requires:  Experience collecting, tracking and analyzing data. Some experience using Microsoft Excel. Excellent written and oral communication skills. Excellent customer service skills, personable, professional, and solutions-oriented. Planning and organizational skills. Attention to detail. Ability to coordinate multiple projects at a time and meet deadlines. Works independently and collaboratively as part of a team. Following directions and taking initiative. Ability to safely lift, carry, push, pull and move objects weighing up to 25 lbs. and use material handling equipment. Enrollment in OSU or LBCC for a minimum of 6 credit hours This position is designated as a critical or security-sensitive position; if so, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional criminal history checks every 24 months. |
| **Preferred (Special) Qualifications** | A commitment to recycling. Demonstrable project management experience. Experience summarizing data and research, writing reports and/or making recommendations. Knowledge of OSU recycling programs. Comfortable speaking in front of small or large groups. Experience tabling (i.e. staffing booths). A demonstrable commitment to promoting and enhancing diversity. Preference may be given to applicants who can begin work in summer 2018. |
| **Working Conditions / Work Schedule** | Be available to work 12-20 hours per week with occasional evening and weekend shifts for special events. Warehouse hours are Monday – Friday, 8:00 am-5:00 pm. Full time work may be available during academic breaks and summer term.  Willing to work in warehouse environment with varying, sometimes extreme temperatures and/or weather. |

**Posting Detail Information**

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| **Posting Number** | P03473SE |
| **Number of Vacancies** | 2 |
| **Anticipated Appointment Begin Date** | 06/18/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/21/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 04/11/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / Student - open to ALL qualified/eligible students |
| **Special Instructions to Applicants** | A limited number of hours of training will be scheduled in the 5/21/18 – 6/1/18 date range. Official job start date as early as 6/18/2018 and no later than 9/20/2018.  When applying you will be required to attach the following electronic documents:  1) A Resume/Vita  2) A cover letter indicating how your qualifications and experience have prepared you for this position. Please also include your student ID number.  3) One paragraph that summarizes how OSU’s department composting program works (see http://fa.oregonstate.edu/recycling/services/composting-departments for details). You may upload your paragraph as Other Document 1, if needed.  For additional information please contact: Andrea.Norris@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  Note: All job offers are contingent upon Human Resources final approval.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Other Document 1 (see Special Instructions)