

POSITION DESCRIPTION: WASTE AUDIT COORDINATOR

FALL 2017 - SPRING 2018

Description: A *Waste Audit Coordinator* is a student position shared between the Department of Dining Services, the Department of Residential Facilities, and the Recycling Unit of Facilities Management. The student coordinator will plan, execute, and analyze a series of waste audits conducted for Dining Services units and resident halls in support of campus goals for waste diversion and reducing contamination in recycling and compost waste streams.

The duties of the student coordinator will be:

- Participate in orientation to understand goals, processes and history of the waste management program in both Dining Services and Residential Facilities.
- Review previous waste audits conducted for Dining Services and the Department of Residential Facilities
- Plan 2017 waste audits to align with structure and format of previous waste audits for key Dining units and resident halls identified by Dining Services and the Department of Residential Facilities
- Recruit and train up to 10 student volunteers to support waste audits
- Supervise volunteers and coordinate waste sorting events with Facilities Management, Dining Services, and the Department of Residential Facilities staff to conduct audits
- Physically sort a sample of waste into various waste components; weight and record results
- Collect, organize, and enter data resulting from waste audits
- Analyze and report results of audits using previous waste audits as a model
- Research ways to address issues identified by results of analyses
- Present results to departmental and student stakeholders
- Recommend strategies for improving the waste management program
- Meet regularly with project coordinators, provide updates, and discuss operational logistics

Program guidance and direction will be provided by the Campus Recycling Coordinator, Assistant Director of Dining Services, and Associate Director of the Department of Residential Facilities.

The Waste Audit Coordinator will work a minimum of 10 hours per week during the fall 2017 semester and the spring 2018 semester.

Salary: \$10.25 per hour

Qualifications: The student coordinator must be able to communicate with fellow students, faculty, and staff about *how* to properly sort their waste on campus and *why* it is important. Attention to detail is required. In this position, one must also:

- Be 18 years of age
- Have good oral and written communication skills
- Be able to work independently
- Be able to lift materials up to 40 lbs and work outside in all weather conditions
- Have previously worked in this area of sustainability and waste reduction

- Ability to supervise a crew of volunteers
- Maintain a valid driver's license with less than 6 points. Ability to drive a state vehicle.

Prerequisites: Student coordinator must be a current University of Maryland graduate or undergraduate student with at least sophomore standing. A minimum 3.0 cumulative GPA is recommended. Student coordinator is expected to have a strong interest in sustainability, a professional work ethic, and a desire to make the campus more sustainable. The student coordinator must be disciplined and self-motivated as he/she will take the lead on this project. In addition, the student coordinator must have the ability to articulate goals and manage a group of student volunteers. Students in all majors are encouraged to apply.

Internship Credit: Academic credit is available for internships. Students must talk with their academic advisor to see if internship credit is available through their academic department for this internship. If credit is not available through the student's home department, internship credit may be available through other departments. Students must satisfy the specific internship requirements of the supporting academic department to earn credit, which typically involve 120 hours of work and a significant writing assignment, in addition to an Activities Log and a Letter of Evaluation from the on-site supervisor. Students are responsible for covering the tuition-related implications of accepting the internship.

To Apply: Please send a cover letter and resume to recycle@umd.edu. The one-page cover letter should address the following questions: Why do you want to be the waste audit student coordinator? What are your qualifications for the position? What experience do you have with coordinating and reporting out the results of a project?

Deadline to Apply: For best consideration: September 11, 2017