

## Office of Sustainability Recycling Data Intern

Fall 2021

### Position Description:

The Tufts Office of Sustainability seeks an intern to process the University's recycling, trash, and compost data for all four campuses, including specialty-recycling items (e.g. batteries, plastic film, ink and toner, etc.). This intern will be responsible for filing all invoices, receiving incoming data, transferring data to our Sustainability Reports in Microsoft Excel, executing data analysis, and creating data visualizations and/or reports. Intern will be expected to recognize and correct for data gaps, errors, and/or inconsistencies and provide data to people requesting information.

### Hours & Timeframe:

This position is an academic year position and starts during the first week of September 2021 with a commitment of 6-8 hours per week.

All work will be done in accordance with Tufts' COVID-19 safety protocol, including masks and social distancing. Remote work will be possible with the opportunity for in-person work when necessary.

### Required Skills & Qualifications:

- Working knowledge of Microsoft Excel
- Ability to keep track of, store, and cite data sources
- Reliable, with good time management skills
- Capable of identifying small and large discrepancies within large data sheets
- Well organized with great attention to detail
- Enjoys data management

### Preferred Skills & Qualifications:

- Interest in learning about the sustainability efforts at Tufts University
- Comfortable calling vendors or other departments at Tufts University

### Pay Rate: \$13.50/hr

Work-study is preferred but not required.

**Submit a cover letter and resume via Handshake.** Address cover letter to Kaitlyn Reed. Applications without cover letters will not be considered. If you have questions or if do not have access to Handshake, email [recycle@tufts.edu](mailto:recycle@tufts.edu)

**Applications will be considered on a rolling basis until September 7<sup>th</sup> at 12:00AM. Apply sooner for first consideration.**

**All hiring decisions will be made by September 17<sup>th</sup>, and the internship will begin the week of September 20<sup>th</sup>.**