

## Office of Sustainability Specialty Recycling Intern

Fall 2021

### Position Description:

The Tufts Office of Sustainability seeks a student to coordinate the University's specialty recycling streams, such as plastic film and textiles. Primary responsibilities include maintaining and managing all aspects of existing specialty recycling streams.

This position is hands on and active. Applicants must be willing and able to walk and drive around campus to collect materials, data, and ensure collection locations are up to standard.

Additional responsibilities include negotiating with current or potential specialty recycling vendors, tracking and reporting weights and shipments, and working with parties interested in starting new specialty recycling streams to determine feasibility and logistics.

This intern will hone efficient customer-relations skills, logistics experience, data collection skills, and recycling industry knowledge.

### Hours & Timeframe:

This position is an academic year position and starts during the first week of September 2021 with a commitment of 8-10 hours a week.

All work will be done in accordance with Tufts' COVID-19 safety protocol, including masks and social distancing. The nature of the position requires in-person work with an occasional opportunity for remote data entry.

### Required Skills & Qualifications:

- Reliable, with good time management skills
- Exceptional organizational skills
- Interest in sustainability topics and solutions
- A can-do attitude
- Enjoys being active and working with hands
- Able to carry up to 30 pounds and walk Tufts campus
- A valid driver license and ability to drive Tufts University issued van
- Quick learner and adaptable to change
- Outgoing with strong communication skills
- Comfortable with calling vendors or other departments at Tufts

### Preferred Skills & Qualifications:

- Knowledge of sustainability efforts at Tufts
- Background knowledge of environmental sustainability topics such as recycling and reducing carbon emissions

### Pay Rate: \$13.50/hr

Work-study is preferred but not required.

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