

## **Office of Sustainability Interns Spring-Summer 2020**

### **Job Title:**

Move Out Intern (April-May 2020)

### **Position Description:**

Do you have a calm finals season coming up? Are you looking to make some extra money this summer? The Tufts Office of Sustainability is seeking an intern to help manage move-out waste. Intern will aid the recycling staff person in communicating with vendors, setting up collection, donation, and storage infrastructure, coordinating student move-out workers, staffing outdoor move-out stations, and generally promoting an effective waste diversion, storage, and shipping program during move-out. This is a good opportunity for someone who would like to gain experience managing workers and planning programs. Last year, the move-out donations program helped divert 11 tons of waste from the landfill!

You can even take your passion for recycling and reuse with you into the summer! We are also hiring a summer recycling intern. Please view [this webpage](#) for more information about this position. We invite all applicants to this position to also apply for our summer position.

### **Hours & Timeframe:**

This position will be available in the first week of April 2020 and will last through the end of May 2020. The intern is expected to work 5-8 hours a week during April, primarily during business hours (M-F, 9 AM-5 PM) in the Office of Sustainability at Barnum Hall on the Medford/Somerville campus. During May, hours will increase up to 20 hours a week, and some hours will be worked on weekends.

This position also has the opportunity to extend into the full-time summer recycling intern position. If you would like to apply for both positions, please designate so in your cover letter.

Please apply by 9:00am on March 22<sup>nd</sup> for the strongest chance of consideration. Position available until filled.

### **Required Skills & Qualifications:**

- A can-do attitude
- Friendly and outgoing; strong ability to collaborate with others
- Reliable and manages time effectively
- Exceptional organizational skills
- Must have valid driver's license and be comfortable driving vehicles, including vans and large box trucks
- Must be able to lift at least 25lbs
- Comfortable transporting and sorting through donation and waste items
- Comfortable talking to and working with people from across the university as well as outside vendors in person and via e-mail or phone
- Comfortable coordinating other student workers
- Available after finals

### **Preferred Skills & Qualifications:**

- Experience with logistics and/or event planning

- Interest in creating outreach plans
- Interest in recycling, waste reduction, and sustainability

**Pay Rate:** \$15.00/hour

**Apply via Handshake** with a cover letter addressed to Kristen Kaufman, along with a resume. Please note that applications without cover letters will not be considered. Direct questions to [recycle@tufts.edu](mailto:recycle@tufts.edu).

**Positions open:** 1

Handshake link: <https://tufts.joinhandshake.com/jobs/3641694>