Office of Sustainability Recycling Interns
2019-2020

Job Title: Recycling Data and Verification Intern

Position Description:
Do you love data? Are spreadsheets your thing? The Tufts Office of Sustainability is seeking 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.

Intern will also be responsible for providing Tufts community members and buildings with recycling bins, labels, and signs when requested and/or needed, as well as keeping inventory of these items in storage and ensuring new item orders are placed when necessary.

Hours & Timeframe:
This position will be available in the first week of September 2019 and will last through the Fall semester with potential to extend through the remainder of the 2019-2020 academic year. Intern is expected to work 7-10 hours a week, primarily during business hours (M-F, 9 AM - 5 PM).

Please apply by August 20th for the strongest chance of consideration.

Required Skills & Qualifications:
- Working knowledge of Microsoft Excel
- Well organized with great attention to detail
- Pattern recognition, ability to identify small discrepancies
- Meticulous note-taking
- Ability to keep track of, store, and cite data sources
- Reliable, with good time management skills
- Comfortable with calling vendors or other departments at Tufts
- Good communication skills

Preferred Skills & Qualifications:
- Knowledge of sustainability efforts at Tufts
- Excellent research skills
- Interested in the recycling industry
- Knowledge of Tableau, Canva, or other data visualization/graphic design software

Pay Rate: $12/hour
Work study preferred but not required.

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.
Handshake link: https://app.joinhandshake.com/jobs/2943190