

Tufts Office of Sustainability Recycling Interns 2019-2020

Job Title: Specialty Recycling Intern

Position Description:

Are you passionate about zero landfill waste? Do you enjoy finding ways to recycle unconventional items? Then join the Tufts recycling team! The Tufts Office of Sustainability is seeking a student to coordinate the University's specialty recycling streams, including small electronics, textiles, tennis balls, ink and toner, batteries, lab waste, and plastic film. This intern's primary responsibility is to maintain our existing specialty recycling streams through tracking and managing collection bins, processing, and drop-off of specialty recycling items.

This position requires someone who is active and willing to walk around campus to collect materials, gather data, and ensure that our waste streams are working efficiently. This person must also be comfortable driving a van to gather and recycle plastic film. 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 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. Please apply by August 20th for the strongest chance of consideration.

Required Skills & Qualifications:

- Enjoys being active and working with hands
- Able to carry up to 30 pounds and comfortable walking around the Tufts campus
- Quick learner and adaptable to change
- Outgoing with strong communication skills
- Comfortable with calling vendors or other departments at Tufts
- Takes initiative and requires minimal oversight
- Well organized with great attention to detail
- Reliable with efficient time management
- Excellent research skills

Preferred Skills & Qualifications:

- Knowledge of sustainability efforts at Tufts
- Interested in recycling and sustainability
- Interested in creative solutions to recycling hard-to-recycle items

Work study preferred but not required.

Pay Rate: \$12/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.