Waste Reduction Coordinator Position Description, 2017-2018
Student Sustainability Initiative – Student Leadership & Involvement

The Living Laboratory Waste Reduction Coordinator coordinates educational events and leads a volunteer team that fosters student engagement in challenging consumer norms, reducing consumption, reusing/repurposing material goods, and recycling.

Student Leadership & Involvement
Transformative Learning * Intentional Engagement * Conscious Community
Authentic Leadership * Social Justice

Student Leadership and Involvement (SLI) shapes campus culture through self-discovery, leadership development, collaboration, community building, and social responsibility with a myriad of active learning opportunities, preparing students to be catalysts for a more equitable and caring world.

Within SLI, the Student Sustainability Initiative (SSI) works to advance student efforts to create a culture of sustainability at OSU through programming that fosters environmental, social, and economic justice. SSI believes educational institutions have a responsibility to model innovative tools, systems, and ways of thinking to create a more sustainable world and provide students opportunities to become leaders creating that change. As part of that work, the Living Laboratory Initiative engages students in building a sustainable campus through programming aimed at reducing consumption and waste.

The successful candidate will demonstrate an aptitude to be effective in all responsibilities of the position.

Position Responsibilities:
• In partnership with Campus Recycling, coordinate the Waste Watchers volunteer team and its programs; delegate work to, support, and develop leadership in Waste Watcher team volunteers
• Plan, run, and evaluate sustainability events and programming including Repair Fairs, RecycleMania events, etc.
• Regularly attend and actively contribute to Living Lab committee meetings, Waste Watchers Coordinator meetings, and SSI Staff Meetings
• Plan, facilitate, and actively contribute to Waste Watcher meetings and project committees as needed
• Recruit volunteers to support Living Lab initiatives through tabling, classroom presentations, and other outreach activities
• Meet weekly with Living Lab facilitator to provide updates on work; come prepared and follow through on assigned tasks
• Remain knowledgeable about SSI’s initiatives, events, grants, and volunteer/job opportunities and respond to student inquiries in a professional and welcoming manner
• Maintain relationships with campus partners working in related fields
• Actively participate in staff training and professional development opportunities
• Work with SSI’s Administrative Coordinator to manage project budget and make purchases in a timely manner
• Work with marketing team to promote projects and events in a timely and effective manner
• Uphold the values of Student Leadership & Involvement
• 2.5 hours per term on average to support signature SLI events and programming
- 2.5 hours per term on average for ongoing professional development and community building

**Required Qualifications:**
- Demonstrated organization skills
- Experience working independently and collaboratively
- Effective verbal and written communication skills
- Must be a currently enrolled student at Oregon State University for at least 6 academic credits
- Must be in good academic standing for the term prior to selection and during entire period of employment
- Must maintain at least a cumulative GPA of 2.0 (undergraduates) or 3.0 (graduates)

**Preferred Qualifications:**
- Demonstrated knowledge of and passion for holistic (environmental, social, and economic) sustainability
- Prior involvement in leadership activities, student organizations, event planning and/or outreach activities
- Experience coordinating volunteers
- Experience supervising, training, and/or mentoring others
- Maintain at least a cumulative and term GPA of 2.5 (undergraduates)

**Terms:**
- Start date: September 5, 2017 (with one required training day spring term on May 21, 2017)
- Expected to work an average of 15 hours each week, including evening and weekend hours as required to implement effective programming
- Required to attend weekly staff meetings, individual supervisory meetings, and staff trainings
- Pay rate is $10.55 per hour

**Training Commitment:**
- Spring Training Day: Sunday, May 21, 2017
- Fall Training: Tuesday, September 5 – Tuesday, September 19, 2017

*OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.*

**Questions?**
Contact Jen Myers, Student Sustainability Initiative Program Coordinator, by calling (541) 737-6938 or sending an email to jen.christianmyers@oregonstate.edu