Waste Reduction Assistant Facilities Position

UNIVERSITY WASTE REDUCTION ASSISTANT

Loyola University Chicago’s waste reduction and landfill diversion program under the management of Facilities Management Department is committed to a waste reduction, composting and recycling program that strives to exceed an 80% or more diversion from landfills. The program is to provide excellence in service and education to the entire University community and function as a place where students can be involved in leadership roles.

A strong, highly communicative and collaborative relationship exists between Facilities Management and the Office of Sustainability (housed in Loyola’s Institute of Environmental Sustainability) to educate on best waste reduction, recycling and composting practices to students, staff and faculty.

Facilities Management and the Office of Sustainability is seeking an energetic, thoughtful and mature student that is committed to supporting the waste reduction and recycling program. This is a part time, year-round undergraduate student worker position. The position requires on average of 10-15 hours per week with an increase in hours during special events such as move-in preparation, Welcome Week and Think Green & Give.

Function of Job

Under administrative supervision from Facilities Management and guidance from the Office of Sustainability, the Assistant works to promote best behaviors at the lakeshore campuses that prompt students, staff, faculty and guests to reduce waste and divert from landfills through composting and recycling practices. The work encompasses educational outreach, communications, coordinating annual events, assist with infrastructure and operations, and data collection.

Duties and Responsibilities

Promote waste reduction and landfill diversion best practices by way of direct outreach and communication materials.

Assist in coordination of compost and recycling collection at large events (Welcome Week, Athletic events, Hunger Week, Finals Breakfast, etc.).

Prepare Residence Halls with proper signage.

Under the guidance of the Office of Sustainability, co-coordinate the annual charitable collection campaign Think Green and Give.

Assist with the campus compost education and collection program.

Administer the compost collection program on the Lake Shore Campus.

Represent campus sustainability and student leadership role at Loyola’s summer Orientation’s Resource Fair for incoming new students.

Assist with electronic recycling collection program on campus.

Collaborate with Residence Life to conduct educational outreach in the residence halls.

Conduct departmental assessments and provide follow-up recommendations for best waste reduction and landfill diversion operational and educational strategies.
Assist in identifying best strategic location for placement of clusters (recycling and trash bins).

Quarterly data collection of water refill stations.

Conduct weekly monitoring of clusters to assess location meets purpose to collect recyclables.

Conduct full visual audits of the lakeside campuses each semester to ‘re-set’ cluster locations and request work orders for missing or damaged equipment.

Assist in properly labeling all recycling bins.

Conduct monthly monitoring of labels’ appearance and replace accordingly.

Maintains record of weekly and monthly observations of clusters and labels.

Performs other waste reduction and landfill diversion duties as assigned.

Oversee the Cycle and Recycle Center special waste collection site, monitoring the site two times each week and coordinating the pick up or shipment of special wastes.

MINIMUM ACCEPTABLE QUALIFICATIONS
A commitment to waste reduction and campus sustainability.
To have the willingness and desire to promote waste reduction and landfill diversion best practices.
Enthusiastic and ongoing.
Ability to communicate effectively with others.
Ability to take direction on projects as needed and take the initiative to communicate effectively status of tasks and activities.
Maturity and a strong work ethic to take the initiative, follow up and coordinate projects.

TO APPLY
Send to Aaron Durnbaugh adurnbaugh@luc.edu
1. A resume
2. Two contacts with contact information (title, place of employment, phone, email) as references