Project Support Staff
Community Environmental Services
Portland State University

Compensation: $12.00 hourly, with increased wages dependent upon prior experience and overall class standing
Hourly Commitment: Project and season dependent
Start Date: January, 2017
Seeking: Undergraduate and Graduate students

Community Environmental Services (CES) in the Center for Urban Studies at Portland State University is recruiting applicants for multiple project support staff positions. For over 26 years CES has worked directly with local governments, educational institutions, and private-sector partners, to develop and improve materials sustainability programs, through education, technical assistance, and research. CES champions PSU’s motto Let Knowledge Serve the City by directing students to real-world challenges where classroom theory becomes applied solutions.

CES seeks highly organized, enthusiastic, self-motivated students interested in gaining hands-on experience working in recycling outreach, waste prevention program implementation, and materials management, while simultaneously achieving their educational goals at PSU. A high-level of dedication, rigorous hands-on fieldwork, attention to detail, and technical report writing are all crucial aspects of this position. Students enrolled at least half time (5 credits for graduate and 6 credits for undergraduate students) in related undergraduate and graduate programs such as urban planning, community development, engineering, public administration, urban studies, environmental science, communication studies, or other relevant fields are encouraged to apply. Applicants must currently be enrolled at PSU, at least half-time.

The preferred candidate will be familiar with recycling and solid waste systems, have experience working in a professional office environment, in the field, and interested in improving sustainability practices. Project support staff work to provide assistance to a number of different projects, as listed below. Additionally, preference will be placed upon those with a desire to have leadership responsibilities particularly related to CES’ Materials Assessment® projects.

CES Projects
For a complete list of projects, check out http://www.pdx.edu/ces/. Hourly project support staff focus on CES’ following projects:

- Material Assessments®
- Portland Event Recycling
- Portland Multifamily Recycling
Position Summary:
Project support staff will work primarily with the existing Solid Waste Assessment Team (SWAT) which primarily provides private and public institutions with waste characterization studies to analyze their current waste, recycling, and compost streams and provide them with recommendations and resources to reduce the amount of waste being generated and improve their diversion rates.

Primary Responsibilities
- Executes on-site data collection during materials assessments
- Assist project coordinators with data entry, analysis, and reporting for clients
- Communicates technical data information to partners and has the ability to translate information based on context and audience
- Conducts educational outreach and program promotion for various CES projects
- Attends monthly CES Staff Meetings

Primary Requirements
- Must be enrolled in PSU undergraduate or graduate program currently and through June, 2017, with preference given to those who will be enrolled through June, 2018
- High competency with MS Word and Excel programs
- Must be able to do physical work including bending, standing for extended periods of time, and lifting (up to 50lbs) during waste sorts
- Ability to work independently as well as in a team setting

General Preferences
- Prior knowledge or experience in sustainable behavior change and/or community outreach
- Competency with working independently as well as in a team setting
- High level of communication and organization skills
- Ability to think critically about data, synthesize findings, and make recommendations
- Has a valid driver’s license and a clean driving record

Interested applicants should send a cover letter, resume, and supplemental questions (see below) to Emily Murkland, CES Project Manager. Applications reviewed on a rolling basis. Email materials to emcary@pdx.edu.
Project Support Staff – Supplemental Questions
Community Environmental Services
2016-2017

Please include the following information in an email to emcary@pdx.edu along with your resume and a cover letter.

Name:
PSU Email:
Personal Email:
Primary Phone:

Please respond to the following questions, max 200 words per question:

1. What interests you about CES?

2. Describe your knowledge of recycling, composting, waste prevention, and sustainability practices. How have you gained this knowledge and experience?

3. What PSU program are you currently accepted in and what is your anticipated start date and graduation date? (Quarter and Year)

4. Do you have a valid Oregon (or other state) Driver’s license? If yes, when did you obtain it?

5. Do you have any foreign language skills? If yes, please provide language and skill level (Beginner, Intermediate, Advanced, Fluent).