Position Summary:
The student in this part-time position will work for the Campus Sustainability Office (CSO) within Finance & Administration. CSO is seeking an hourly student employee to start in June 2015 to support PSU’s food diversion program. This position will become a 9-month Graduate Research Assistantship in fall 2015 quarter. One year duration including summer months with opportunity to extend and dependent on performance.

Position Description: Provide assistance to the Waste Management Coordinator in expanding PSU’s food waste diversion program by providing educational outreach and services to university departments, campus events, and students. Act as surrogate for the Waste Management Coordinator regarding general campus waste management during vacations, absences, or as delegated. Develop programs that help PSU to reduce the amount of food waste generated and/or landfilled. Engage as needed in planning efforts to improve services to the campus, protect the environment, conserve vital resources, and achieve PSU Climate Action Plan (CAP) goals.

Essential Duties:
1. Coordinate PSU’s food waste diversion program
   a. Assist in achieving the goal set as part of the EPA’s Food Recovery Challenge by Portland State of increasing their annual food waste diversion rate by 15%.
   b. Proactively contact university departments and partner organizations about composting options and respond to incoming requests to have compost bins delivered out or services modified to increase composting rates.
   c. Ensure that any new composting service is properly added to collection routes.
   d. Respond to requests for temporary compost bins to be delivered out for specific campus events and arrange for the return of the bins and proper disposal of compostable waste.
2. Education, Outreach, & Collaboration:
   a. Develop brochures, signs, and other educational materials to distribute about college’s composting program.
   b. Provide outreach to students, staff, and faculty through both one-on-one interactions and group presentations regarding food waste reduction, donation, and composting.
   c. Present at conferences, webinars, and workshops about the successes and challenges of PSU’s food diversion program as opportunities arise.
   d. When available, provide assistance to campus events by monitoring compost and recycling bins to prevent potential contamination and educate the public about proper sorting.
   e. Attend CSO/CPO monthly meetings, CSO bi-weekly team meetings, and weekly Waste Reduction Task Force meetings.
3. Program Development
   a. Examine new opportunities for food waste diversion such as source reduction, food donation, and other food recovery options beyond landfill and composting. (These could include public waste audits/waste buffets, “taste don’t waste” and “no bun, please” options at Victor’s, partnering with Food Recovery Network, etc.)
   b. Monitor, measure, and track existing compost programs and pilots (SMSU food scraps collection, PSU Community Garden, residence hall composting, etc.).
c. Develop new options for composting demonstrations on campus (potential vermiculture project or anaerobic bio-digester in PSU’s Community Garden)
d. Begin development of a new food diversion program geared towards custodians, kitchen staff, catering, and PSU tenants that includes training, audits, metrics, data tracking, rewards, and long-term, sustainable behavior change.

4. Act as surrogate for the Waste Management Coordinator when needed
   a. Check the PSU Recycles voicemail line (503-725-4300).
   b. Check the recyclers@pdx.edu and compost@pdx.edu e-mail address.
   c. Attend designated meetings as representative
   d. Post to the PSU Recycles! Facebook page, Twitter feed, and Instagram account.
   e. Assist other student employees, interns, and volunteers with questions and concerns

Additional Duties
1. Support ongoing waste reduction efforts and collaborate, as needed with other campus departments and programs to enhance waste reduction at PSU.
   a. Examples include, but are not limited to: Housing and Residence Life (Chuck-it for Charity, EcoReps, RHA), Campus food systems (PSU Dining/Aramark, residential composting, Food Pantry, Food Action Collective, etc.), Contracting and Procurement Services, Rec Center, Athletics, University Studies, individual classes, and Climate Champions.
   b. Assist in department or building-level waste sorts around campus in an effort to assess which departments can be most effectively targeted for outreach opportunities.

2. Assist in the continued development of PSU’s Waste Audit Living Lab – Experience (WALL-E) or any other projects needed.

Minimum requirements:
- Demonstrated organizational skills
- Knowledge and interest in sustainability, food waste reduction, and composting
- Excellent verbal/written communication skills
- Strong customer service skills
- High level of proficiency with Microsoft Office, specifically including Excel
- Student in good academic standing in a PSU graduate program

Preferred qualifications:
- Experience with sustainability-related outreach and education
- Graphic design experience and familiarity with Adobe Creative Suite
- Enrollment in a related degree program

Compensation & Hours
- Approximately 20 hours/week
- $10-$13/hour for summer months, dependent on experience. GA stipend to be determined.
- Weekly schedule and start date are negotiable, but preferred start date would be Tuesday, June 9th.

How to Apply:
Send an e-mail to Anthony Hair, Waste Management Coordination, Campus Sustainability Office (ahair@pdx.edu) indicating your interest in the position, highlighting relevant qualifications in the email. Please include a resume as pdf attachment. Submissions will be reviewed by Wednesday, June 3rd.