



WASTE DIVERSION COORDINATOR: Sustainability Fellow Position Description

The Office of Sustainability (OS) works with campus and community partners to integrate environmental stewardship, social equity, and economic viability into College operations and campus life. The Office of Sustainability oversees the College's Sustainability Fellows program. In doing so, the office is providing students with the opportunity to work on sustainability initiatives on and off campus within a professional setting.

The Sustainability Fellows are ambassadors for sustainability to the Ursinus community first and foremost. We expect all of our Fellows to be passionate about sustainability and enthusiastic about spreading the word about sustainability to others. Through this position, Fellows will develop critical thinking, professional skill sets, and leadership traits that will last well beyond the student's life at Ursinus College. Sustainability Fellows research, design, and implement outreach projects and communicate with the campus community about complex sustainability issues. The Sustainability Fellows are supervised and mentored by OS staff, meeting weekly as a class group, and one-on-one bi-weekly meetings with professional staff. These meetings provide opportunities for Fellows to receive feedback and support on their projects from both peers and professional staff, while also working as a team to achieve their goals. The OS staff members are intentional about making office hours available so that Fellows can arrange one-on-one meetings to discuss any questions or concerns, or to ask for guidance on a particular topic.

Interested students are asked to apply via the Ursinus College Sustainability webpage and following the directions to submit an application. (Click on the link to be directed to the OS Fellows Page:

<https://www.ursinus.edu/offices/sustainability/about-us/sustainability-fellows/>)

General Qualifications (applicable to all positions)

- Must be a full time student, who will be on campus, for the Fall 2019 and Spring 2020 semester
- Must be able to enroll in a Fall IDS 1 credit course that will take place at 3:30-4:20pm every Monday. The spring course will be held Mondays at 7:00-7:50pm.
- Must be an enthusiastic proponent of sustainability (you do not have to be an ENV major!)
- 2019-2020 (rising) Sophomore, Junior, or Senior status
- Ability to work independently on projects, as well as in a group setting
- Leadership and/or community service experience a plus
- Excellent organizational skills:
 - Able to manage and communicate diverse information from various stakeholders in a timely fashion
 - Must be familiar with Microsoft Office Suite (Word, Excel, Power Point, Outlook)
 - Must be willing to take direction from OS staff members regarding content and style of materials produced

General Responsibilities (applicable to all positions)

- Serve as a leader on campus for sustainability education
- 3-5 hours minimum/week. (Some positions may require more hours throughout the year or during certain focused time frames)
- Position durations vary; refer to specific individual position details
- Mandatory attendance at the following:
 - Weekly Fellows Class (One credit readings course upon acceptance into the program)
 - Bi-Weekly one-on-one meetings with OS Staff member
 - Other Fellows' events (either those planned by Fellows or held for them)
 - Other formal OS events including but not limited to:



- Volunteer a minimum of 2 hours at Earth Day event (April)
 - Volunteer a minimum of 8 hours during Move-Out (May)
- Participate in and table at events during:
 - Sustainability Week, Earth Week, Earth Day, and
 - Other sustainability events

General Benefits of Being a Sustainability Fellow (applicable to all positions)

- 1 credit course each semester
- Small stipend
- Professional skill development, including:
 - Opportunities to participate in conferences and workshops
 - Presentation and communication skill building
 - Team-building experience
 - Leadership training
 - Project development and project management

The Waste Diversion Coordinator (WDRC) will work closely with the Office of Sustainability, Residence Life, Dining Services, and the Facilities Department to help design, implement, and educate campus regarding recycling, municipal solid waste, and composting. The WDRC is given creative freedom to work on increasing waste diversion efforts around campus.

Position Duration: 1 Academic Year (Fall 2020 - Spring 2021)

Specific Responsibilities:

- Fall Semester: Assist the OS in coordination of Sustainable Move-In (1st week BEFORE fall semester)
 - Assist in planning Move-In with the Office of Sustainability, Residence Life, and Facilities
 - Recruit and coordinate the Fellows for Move-In with the OS office
 - Commit to working the length of Move-In day
- Spring Semester: Assist the OS in coordination of Sustainable Move-Out (Last week of the semester and commencement)
 - Assist in planning Move-Out with the Office of Sustainability, Residence Life, and Facilities
 - Recruit and coordinate volunteers for Move-Out
 - Commit to working the length of Move-Out days
- Professional Responsibilities:
 - Works successfully with professional staff, faculty, and students to implement/coordinate projects, campaigns, and events
 - Hands in all necessary reports/paperwork
 - End of year report/presentation

General Grounds for Termination (applicable to all positions)

- Failure to meet expectations as listed above
- Failure to follow through with responsibilities
- Failure to appropriately communicate with OS Staff
- Unprofessional behavior

Withdrawal (applicable to all positions): Positions require at least two weeks' notice of withdrawal from program

