



**IUPUI**  
SUSTAINABILITY

**POSITION TITLE:** Sustainable Waste Intern  
**DEPARTMENT/OFFICE:** Sustainability  
**HOURLY WAGE:** \$11.00 - \$13.15  
**AVERAGE HOURS/WEEK:** 15-20

## **PURPOSE**

The Sustainable Waste Intern is in charge of managing all waste reduction and diversion efforts on campus (recycling and compost). Apart from developing campaigns and outreach with students and staff about waste diversion and reduction, the Sustainable Waste Intern will conduct data analysis to track progress of such initiatives.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Waste Diversion and Reduction (45%)
  - Manage food waste audit weeks and building waste audit weeks
  - Assist Campus Facility Services with move-out recycling efforts
  - Work with RHA + Housing to increase waste diversion
  - Develop a program to assist Surplus with recycling initiatives
  - Advance pre-and-post consumer composting into all retail and dining facilities
  - Assist with increasing percentage of post-consumer recycled paper and the reduction of overall paper usage campus-wide
  - Expand desk-side recycling efforts
  - Provide analysis of waste data to develop meaningful outreach campaigns to students and campus services and organizations
  - Assist the campus' single-stream recycling program
  - Improve placement of signage and placement of waste containers
- Data Analysis (45%)
  - Create and update building waste profiles
  - Monitor monthly waste data and observe trends
  - Conduct building waste audits
  - Assist with the campus-wide greenhouse gas inventory
  - Develop a consolidated data report system for all waste on campus
  - Assist with STARS reporting for waste-related categories
  - Map waste stream movement across campus and management of those streams
  - Collect weights of waste from move-out efforts
  - Obtain data from Chartwells about oil usage and disposal
  - Assist with the development of an online tool that tracks overall building waste and energy consumption
- Other (10%)
  - Seek funding and support for waste initiatives on campus as well as funding to attend student conferences and other professional development opportunities
  - Attend professional development opportunities
  - Present at conferences (i.e. AASHE, Indy Sustainability Summit, IRC)
  - Assist the Campus Kitchen, IUPUI Fresh Product Market, DIGS, and gleaning projects as needed

## **DESIRED MINIMUM QUALIFICATIONS**

- Major course work in Public and Environmental Affairs, Engineering & Technology, Informatics, Communications, Business, Liberal Arts, or related field.
- Interest in and passion for sustainability
- Strong organizational, analytical, and communication skills.
- Critical thinker, ability to develop well-reasoned and comprehensive solutions.
- Strong desire and ability to learn, be independent, and take initiative.
- Creative, motivated, and energetic.
- Applicants must be in good academic standing.