Research Writer

Position Title
Office for Sustainability Research Writer

General Summary
The Office for Sustainability (OfS) is seeking a qualified student with strong writing skills to support the Program Manager for Solid Waste Reduction in reviewing and documenting the progress made in solid waste reduction at WMU.

Major Duties
- Review 25 years of solid waste reduction through paper trail, interviews and anecdotal evidence
- Interview appropriate WMU personnel and community members
- Write a history that includes the processes used in waste reduction and any results whether measured or anecdotal
- Assist with writing an updated waste reduction plan

Minimum Qualifications
- Ability to work independently and with a team
- Ability to communicate effectively within all levels of the WMU community from students to administrators
- Understanding of basic waste systems
- Ability to write coherently and concisely
- Ability to manage time effectively and prioritize tasks

Desired Qualifications
- Environmental Studies and/or English and/or Journalism experience
- Previous waste system experience
- Personal commitment to sustainability

To Apply
1. Complete the application (including writing samples) found at http://www.wmich.edu/sustainability/opportunities/jobs
2. Provide two writing samples, one of which must be technical and the other may be personal
3. Email applications to wmu-sustainability@wmich.edu or send hard copies to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.

Closing Date: open until filled

Note: This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.