**JOB POSITION**

**Position Title**
Office for Sustainability Solid Waste Reduction Office Assistant

**General Summary**
The Office for Sustainability (OfS) is seeking a student to assist the Solid Waste Reduction Manager with general office tasks, data entry, publicity, outreach and project research. Additional responsibilities may include coordination of the EcoMug program.

**Major Duties**
- Data entry
- Outreach at events such as Bronco Bash, Open House, Medallion Scholarship Competition, Multicultural Leadership Competition, Campus Spotlight, Orientation, RecycleMania, etc.
- General office tasks include answering phones and questions, maintaining accurate records, development of publicity materials, etc.
- Project research is assigned as needed. These projects are typically designed and implemented over the course of the academic year, but may extend into summer
- Assist with all OfS events and major activities

**Minimum Qualifications**
- Strong oral and written communication skills
- Understanding of recycling and/or sustainability issues
- Ability to work with others
- Independent worker
- Ability to work occasional nights and weekends

**Desired Qualifications**
- Environmental Studies background
- Completed OfS internship program
- Personal commitment to sustainability

**To Apply**
1. Complete the application (including writing samples) found at http://www.wmich.edu/sustainability/opportunities/jobs
2. 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.