

Recycling & Waste Reduction Coordinator

Requisition Number: CAM31400-052606

Location: Duke University

Shift: First

Job Code: 1436

Minimum Salary: \$35188

Please send resume and cover letter to David Bryant, david.bryant@duke.edu, fax (919) 660-4294.

TYPICAL DUTIES

Maintain interface with various departmental personnel, student groups, and community groups to increase awareness and support for the Recycling and Waste Reduction Program; serve as liaison between the Recycling Advisory Committee and various other committees in order to coordinate recycling projects.

Determine fiscal requirements, make projections and prepare departmental budgets; monitor, verify and reconcile expenditure of budgeted funds; prepare financial statements reflecting status of programs and activities; ensure compliance with university policies and procedures.

Develop, plan and implement promotional activities to publicize and promote the program; conduct educational awareness activities; develop publicity materials and news releases.

Establish schedule of recyclable materials collections, transport, mailing, and storage; research current innovations in recycling and waste reduction technology and develop new recycling projects; assist with collections and transport of recyclable materials as needed.

Coordinate the compilation of and prepare operational and financial reports and analyses setting forth progress, adverse trends and appropriate recommendations or conclusions.

Supervise casual labor and volunteer staff; maintain a network of volunteers; recruit, hire and train volunteer staff.

Perform other related duties incidental to the work described herein.

MINIMUM HIRING SPECIFICATIONS

EDUCATION / TRAINING

Work requires a four year degree. Additional knowledge gained through seminars, workshops preferable.

EXPERIENCE

Work requires one year of experience in a recycling program to become familiar with the materials, equipment and methods used in such operations. A valid North Carolina Driver's License is required.