



**Associated Students of Western Washington University**  
**AS Recycle Center**  
**AS Education Coordinator**

**About the Position**

The Recycling Education Program exists to provide recycling education for the campus community. The Educator assists the AS Recycle Center in improving the quantity and quality of the recyclable materials collected.

**Position Classification**

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**About the Department**

The Associated Students Recycle Center exists to provide the campus community with recycling services and to provide practical work experience for students. The Recycle Center also works to educate students about practical ways of recycling and encourages students to use campus recycling.

**Terms of Position**

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

**AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.
- Must have continually possessed a valid driver's license over the past 24 months.

**Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.

- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities.
- Basic knowledge of recycling, its process and environmental aspects.
- Ability to work well with others
- Basic knowledge of campus media and publicity
- Self-motivation and creativity

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
  - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
  - o Being knowledgeable of the AS organization and its general operations,
  - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description.
  - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder,
  - o Developing and maintaining a legacy document as required by the AS Employment Policy.

### **Position Responsibilities**

- Increase recycling rates and reduce waste on campus by:
  - o Maintaining Recycling Education program and timeline on an annual basis, in conjunction with the Recycle Center Coordinator
  - o Keeping record of activities
  - o Performing waste stream analysis and research
  - o Performing a minimum of one recycle collection run every week
- Enhance the operations of the AS Recycle Center by:
  - o Establishing and maintaining a minimum of ten (10) office hours per week at the Recycle Center
  - o Attending Recycle Center staff meetings
  - o Maintaining and updating records and files on program activities,
  - o Performing other duties as assigned.
- Educate the campus community on best recycling practices by:
  - o Coordinating with the Publicity Center Coordinator during Spring quarter for educational advertising for the following year
  - o Being available for speaking engagements
  - o Developing and present a yearly program evaluation to the Facilities and Services Council
  - o Coordinating educational programs (Earth Day) with the AS Environmental Center
  - o Implementing creative new ways to educate students

- Use student fees in a responsible and proper manner by:
  - o Serving as co-budget authority with the Recycle Center Manager
  - o Developing quarterly and annual budget plans and projections
  - o Reviewing, tracking, and maintaining budgets on a regular basis

**Salary**

This position will receive \$5,463.79 per position term (about \$287.57 twice per month).

**Reportage**

This position reports directly to the AS Recycle Center Manager.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised February 24, 2012 by motion ASB-12-W-28