

RSAP job description
Environmental Coordinator
Physical Plant

The purpose of this position in Physical Plant is to oversee the environmental efforts on campus, specifically conservation of energy, water, and waste; recycling; and collection of data. The environmental coordinator is responsible for overseeing collection of recyclables from all buildings on campus. This person is also responsible for coordinating and scheduling pickup of these materials by our outside contractors. The environmental coordinator is assisted by a work study student in these efforts. In addition, the Student Associate is responsible for creating and maintaining a recordkeeping system that tracks quantities of recyclables that are retrieved on the campus. This system tracks recyclables by date, location, and material collected. As time allows the environmental coordinator will also explore and pursue opportunities to apply for grants and awards. Specifically, the Student Associate is responsible for coordination of our efforts to progress through the Tennessee Pollution Prevention Partnership, a statewide recognition program for groups that are making a sustained effort to improve the environment through their business practices.

The Student Associate benefits from this position in several ways. The student learns firsthand about environmental best practices, while learning to research and draw ideas from what they find. There is also a great deal learned about long term planning and coordination of efforts with a variety of different groups. Lastly, communication and networking skills are instilled. Ideally, the student will develop the ability to look at the seemingly minute details of a process and learn how to improve those details in order to benefit the whole process.

Helpful skills for this position include persistence, multi-tasking, organization and time management, a developed writing ability, people skills, and enthusiasm. The person should be able to work with little supervision.