

**The Office of Sustainability** invites applications for the part-time **Industrial Materials Coordinator** (Program Coordinator II) to oversee the tracking, reporting, management, sale, storage, and proper disposal and retention of University of Montana electronics waste as well as the recycling of batteries, light bulbs, and other recyclable materials at both the Mountain Campus and the Missoula College riverfront campus.

This position is responsible for supervising and coordinating efforts of a small team of student employees; working with departments to help reduce waste and responsibly dispose of recyclable materials; coordinate and lead educational programs for students and other campus affiliates; and managing UM's waste contract by communicating with campus departments to determine their disposal needs and responding to requests for service. This position is also responsible for researching best practices and environmental policy impacts related to waste management.

This position is also responsible for ensuring UM property is efficiently used and identifying creative solutions for materials reuse, recovery, or resale; identifying recycling or resale options and coordinating appropriate sales and pickups by vendors; supporting the management and sale of other surplus property, including furniture; coordinating with business services and facilities services to support the management of surplus property alongside the maintenance supervisor; and support the advertising of surplus property online and through direct outreach.

This position will work closely with the Recycling Coordinator to monitor the recycling program budget, which is developed and approved by the Sustainability Coordinator and will work with the Recycling Coordinator to develop an annual report on UM recycling and waste reduction performance. Additionally, this position may fill in for the Recycling Coordinator when the need arises.

This position requires incumbent to develop a working knowledge of UM-specific work order protocol, organizational structure and function, and a sense of the opportunities to creatively manage materials across campus; develop a working knowledge of the recycling program budget and the capacity of the recycling program to change and improve; develop a working knowledge of UM policies, operations, and infrastructure related to waste management and recycling; develop a working knowledge to work independently to proactively manage materials recovery in collaboration with the UM recycling team and Office of Sustainability; and develop a working knowledge of UM's e-waste stream, best practices in e-waste management and recycling, and an understanding of the regional opportunities for e-waste recycling and reuse.

### **Required Skills**

- Possess knowledge of the terminology, principles, methods, and policies needed to provide administrative and fiscal direction to recycling and solid waste management programs.
- Ability to research and find creative reuse and repurposing opportunities for materials and equipment.
- Ability to assess the cost-effectiveness, acceptance, and feasibility of waste reduction and recycling strategies in order to implement a successful industrial materials recovery program.
- Ability to assess program effectiveness and oversee student employees.
- Ability to coordinate and lead educational programs for students and other campus affiliates.
- Ability to track and measure recycled materials and waste. This also requires attention to detail and an interest in learning best practices for materials measurement on university campuses.
- Demonstrated skills in the operation of personal computers and related word processing, spreadsheet, and database software (Microsoft Word, Excel, and Outlook) with the ability to learn other software.
- Possess strong interpersonal and communication skills and the ability to work with a wide range of campus and community partners.
- Ability to lift and carry heavy objects (such as recyclables and equipment) which requires mobility and physical demands.
- Ability to push and pull heavy objects (such as recycling carts to and from vehicles) which requires mobility and physical demands.
- Ability to bend, twist, crouch, or kneel while using tools which requires mobility and physical demands.
- Ability to move, assemble, and disassemble recyclables and equipment which requires mobility and physical demands.

### **Minimum Required Experience**

- High school diploma (or equivalency) in addition to four (4) years of related experience; or any combination of experience and education that would provide the competencies necessary to successfully handle the duties and responsibilities assigned to the position.
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### **Preferred Qualifications**

- Possess a passion for waste reduction and sustainability.
- Experience with managing and recycling e-waste.



- Supervisory experience.
- Experience working with budgets and on fundraising through grant writing, product sales, or other strategies is preferred but not required.
- Bachelor's degree in related field.

### About the Office of Sustainability and UM

The University of Montana's Office of Sustainability is dedicated to working with faculty, staff, and students to improve the sustainability of our operations, campus culture, curricula, and community. We seek to integrate resilience and sustainability principles into the university's research, teaching, and operations so that we can equip students and employees to be sustainability leaders.

The recycling program includes two professional staff (one of which is this position) and 2-5 part-time student employees. The Recycling Coordinator works alongside the Industrial Materials Coordinator and manages the consolidation and recycling of cardboard, mixed paper, plastics, aluminum, printer cartridges, and other common household and office materials. Both the ICM and the RC report directly to the Sustainability Coordinator.

The University of Montana provides a culture that values hard work, intellectual curiosity, diversity, collegiality, innovative thinking, and teamwork, making it a great place to grow and develop professionally. The University of Montana is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of qualified people who would assist the University in demonstrating its essential values of innovation and creativity, impact, openness, and partnership.

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### Position Details

<b>Position Title:</b>	<b>Industrial Materials Coordinator (Program Coordinator II)</b>
<b>Position Number:</b>	<b>081360</b>
<b>Department:</b>	Office of Sustainability
<b>Work Schedule:</b>	Part-time, 0.8 FTE (32 Hours a week), Within Monday through Friday 8:00 am to 5:00 pm, 12 months/year
<b>Salary:</b>	<b>\$14.913/hr</b> – <i>Current employee's rate of pay for this position will be determined by the staff compensation plan and may be different from the posted salary. For questions and details regarding the staff compensation plan, email the <a href="#">Compensation Department</a>.</i>
<b>Union Affiliation:</b>	MPEA
<b>Probationary Period:</b>	Six months minimum
<b><u>Benefits Include:</u></b>	Insurance package, mandatory retirement plan, partial tuition waiver, and wellness program.

**Criminal Background Investigation is required prior to Offer of Employment** In accordance with University regulations, finalists for this position will be subject to criminal background investigations. **ADA/EOE/AA/Veteran's Preference** Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans' or disabilities preference in accordance with state law. **References:** References not listed on the application materials may be contacted; notice may be provided to the applicant. **Testing:** Individual hiring departments at UM may elect to administer pre-employment tests, which are relevant to essential job functions. **Employment Eligibility:** All New Employees must be eligible and show employment eligibility verification by the first date of employment at UM, as legally required (e.g., Form I-9).

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## How to Apply

**Application Deadline: Sunday, March 25, 2018**

Complete applications received by this date will be guaranteed consideration. Application review will begin on Monday, March 26, 2018. To receive full consideration, candidates are required to submit all of the following materials online at <http://bit.ly/umt1923>

### A complete application Includes:

1. **Letter of Interest** – addressing your qualifications and experience related the stated required skills for the position.
2. **Detailed Resume** – listing education and describing work experience.
3. **Professional References** – names and contact information for three (3) professional references.
4. **Supplemental Questions** – respond to the questions below. Please provide as much detail as possible.
  - Please specifically identify any experience you have with hands-on recycling operations, particularly with electronics and non-household materials.
  - Describe your experience supervising employees.
  - Describe your experience researching alternative uses or recycling options for any materials, best practices for waste stream management and recycling, and familiarity with recycling options in Montana.