HIRING
Graduate Research Assistant
Port of Portland's Waste Minimization Team
Recycling, Data, and Outreach GA
Starting Summer 2025

Applications Reviewed Immediately
(on a rolling basis)

Portland State University
Community Environmental Services
Reduce waste at Portland International Airport

Community Environmental Services (CES) in the Center for Public Service at Portland State University is recruiting applicants for the Recycling, Data, and Outreach GA position on the Waste Minimization Team (WMT) for the Port of Portland Technical Assistance Project. Since 2003, CES has worked with the Port of Portland to facilitate its Waste Minimization Program, which aims to reduce the amount of landfill-bound waste by implementing innovative waste reduction programs and projects that align with the Port's Zero Waste Plan. See CES's website for more about the Port of Portland Technical Assistance Project and Community Environmental Services: http://www.pdx.edu/ces/.

Project Information
The Recycling, Data, and Outreach GA works as a part of the 2-student WMT to enter and manage data and conduct outreach to Portland International Airport (PDX) staff. The preferred candidate will be familiar with recycling and solid waste systems, have experience working in a professional office environment, and be interested in working with local businesses and institutions to improve waste minimization and recycling practices. This position will work closely with the Port's Land Quality Manager and the CES Program Administrator. The successful candidate will have: experience with data management, competence using Excel spreadsheets or ability to learn Excel, attention to detail, and an ability to engage PDX staff of various backgrounds and levels of knowledge in waste prevention. In addition to a focus on reuse and recycling, this position is also responsible for assisting airport tenants with sustainable disposal of materials. Other components of the work include outreach for the PDX food waste prevention and diversion program and the ongoing airport and Port comprehensive waste minimization efforts.

Responsibilities
- Conduct weekly inspections of the Waste Areas
  - Clean waste area (run compactors, pick up waste, empty super sacks)
  - Take pictures and contact tenants that dump waste incorrectly
- Complete data collection efforts associated with reuse and recycling.
- Responsible for data entry, management, analysis, and reporting.

- Works with Outreach Coordinator GA in the design and production of program outreach materials related to recycling and waste minimization efforts.
- Works with Outreach Coordinator GA to communicate with Port departments and PDX tenants to accomplish materials diversion and reduction goals.
- Manages materials flowing through PDX Waste Areas and generated by tenants.
- Conducts waste characterization studies and waste sorts as needed.
- Delivers equipment and materials to/from airport tenants as needed.
- Coordinates regular programming, such as Spring and Fall Clean-up and Earth Day.
- Maintains professional relationships with local partners for donations and recyclables.
- Attends monthly Waste Minimization Team meetings, CES staff meetings, PDX Concessions staff meetings, and one-on-one meetings with the CES Program Administrator.
- Works with Port HQ and WMT to assist with recycling, composting, and landfill at Port Events (One Port, Holiday Party, SeaPort, etc.). This includes continued education to Port employees and tenants about ways to reduce waste at events and creative ways to showcase increased waste diversion efforts to encourage minimal waste in the future.

Position Information
Graduate Assistant, 0.49 FTE (19.6 hours/week)

The conditions of GA employment are regulated by the [Graduate Employees Union CBA](). This position includes 9 credit hours of tuition remission and a monthly stipend. The pay rate is based on current GEU bargaining agreement rates of pay (through September 15, 2025, a stipend equivalent to $20.57/hr; from September 16, 2025, $21.60/hr).

Appointment Term: **July 2025-June 2026**, with the potential to continue beyond **June 2026**.

Training period starting in July on an hourly basis, for a rate of $20.57/hr. Training will be 4-6 weeks, approximately 20 hrs/week. The dates and times for training are negotiable.

Qualifications
- Applicants must be enrolled full-time (9 credits or more) in a graduate degree program at PSU as of **Fall term 2025**.
- Must remain in good academic standing throughout the appointment period.
- Must maintain student status through **Spring term 2026**, with preference given to applicants continuing through **Spring term 2027**. Student status is not required during summer term, as it is considered an "off term" by the university.
- Must be interested in solid waste, recycling, reuse and/or other materials diversion systems.
- Must be able to safely lift 50 lbs. as part of daily work requirements.
- Must be able to do physical work on a regular basis such as lifting, bending, and loading.
- Must be comfortable working in and around recycling and solid waste systems and disposal facilities.
- Excellent written and verbal communication skills, organizational skills.
- Competent working independently, as well as cooperatively on a team.

- Competency with MS Office: Word, Excel, and PowerPoint.
- Must have a valid driver's license, a clean driving record, and be comfortable driving a pickup truck.
- Must be able to commute to and conduct in-person work at PDX on a regular basis during typical work hours.
- Must be able to pass a federal background check.

Deadline
Email a resume and the attached application by **5:00 pm on July 8th 2025** to the CES Program Administrator (cesadmin@pdx.edu). Please put "CES WMT Recycling, Data, & Outreach Position" in the subject line of the email. All application materials received after the deadline will not be considered. Applications will be reviewed and interviews will be scheduled on a rolling basis, so applicants are urged to submit their applications as soon as possible.

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Recycling, Data, and Outreach GA – Supplemental Questions
Community Environmental Services
Spring 2025

Name:
PSU Email:
Personal Email:
Phone:

Please respond to the following questions (max 250 words per question):

1) What interests you about CES and the Recycling, Data, and Outreach GA in particular?

2) Describe your knowledge of recycling, composting, waste prevention, sustainability, energy efficiency, and other conservation practices.

3) Describe your experience in Excel or other data management programs.

4) Provide an overview of experience you have with outreach/engagement.

5) What PSU program are you currently accepted in and what is your anticipated start date and graduation date? (Quarter and Year)

6) Do you have a valid Oregon (or other state) driver's license? If yes, when did you obtain it?

7) Do you have a clean driving record?