

## COMMUNITY ENVIRONMENTAL SERVICES

---

### **Student Trainee: Port of Portland's Waste Minimization Team**

---

**Organization:** Community Environmental Service (CES) in collaboration with the Port of Portland

**Job Type:** Hourly position with the potential to lead to a Graduate Research Assistantship

**Start Date:** ASAP

**Application Deadline:** Reviewed on a rolling basis

---

#### **Position Summary**

The student trainee will work alongside two current Community Environmental Services Graduate Research Assistants (GRAs) working at the Port of Portland on the Waste Minimization Team. The purpose of the position is to learn from and support the GRAs in their work.

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. Pending authorization to continue the program after June 30, 2026, the trainee may be eligible for appointment into a graduate research assistantship for the summer and academic year 2026-2027.

---

#### **Key Responsibilities**

The student trainee will shadow the current GRAs to learn their duties and support their efforts. The role will also support and learn from the Port of Portland's Project Manager. Support role includes:

- Assisting with the entry and management of waste program data to help track sustainability goals across Port facilities.
- Supporting hands-on materials management by organizing recycling areas and coordinating logistics for reuse and donation programs.
- Participating in core program events such as seasonal clean-ups, waste sorts, and community outreach initiatives.
- Becoming familiar with technical assistance and outreach to airport tenants to help reduce waste and improve program participation.
- Learning about existing research efforts on materials management best practices and the implementation of durable dishware programs.

---

## Qualifications

**Academic Requirements for Hourly Position:** Enrollment as a current PSU graduate student with continuation into the 2026-27 academic year OR admission to a graduate degree program at PSU (intended start no later than Fall 2026)

- To be eligible for consideration for the potential GRA position, participants must be enrolled in 9 graduate credits per term (summer exempted) and be in good academic standing.

### Skills & Experience:

- 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.

### Other Requirements:

- Must have a valid US driver's license, a clean driving record, 2 years of driving experience, 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.

---

## Trainee Position Details

- **Work Schedule:** 8-12 hours per week
- **Compensation:** \$20.80/hr
- **Appointment Term:** Trainee role will begin asap.
  - If program continuation is authorized, GRA positions (.49 FTE – 19.5 hrs/week) will be created and filled in the summer 2026 term and would continue for the fall, winter, and spring term with potential to continue into a second year.
- **Union Information (if applicable):** PSU hourly student employees are represented by the SEIU union.

---

## How to Apply

Email a resume and the attached application to the CES Program Administrator (cesadmin@pdx.edu). Please put "CES WMT Trainee" in the subject line of the email.

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.

WMT Student Hourly Trainee – Supplemental Questions  
Community Environmental Services  
Spring 2026

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?