Georgia State University

Job Specification

Job Title: Recycling Coordinator

BCAT Code: 09MX42
Pay Grade: G13

Effective Date: December 1, 2011
FLSA Status: Non-Exempt
Revision Date: July 1, 2013

General Description
Promotes, plans, oversees, supports and monitors the University recycling program.

Examples of Duties
- Provides technical information and industry or government networking opportunities for programs and customers.
- Assists the Director of Building Services in the coordination of campuswide efforts in waste reduction.
- Performs research to analyze and evaluate the ongoing status of current recycling programs.
- Performs special administrative projects.
- Assists with grant writing, awards, and special recognition entries for environmental solid waste or recycling programs.
- Assists in the coordination of information and education for solid waste or recycling programs.
- Assists in the preparation and conduct of presentations to the public.
- Coordinates, organizes, and prepares the development or design of educational material for public outreach programs.
- Develops and implements on-going educational events and educational campaigns.
- Attends professional organization meetings.
- Prepares reports for management.
- Maintains data to evaluate and record the progress of University efforts in waste reduction programs.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of recycling systems, markets, and operations.
- Strong interpersonal skills and good oral communication skills.
- Excellent customer service, computer, and analytical skills.
- Ability to create and present public presentations.
- Ability to pass the forklift and van training classes.
- Ability to lift and move up to 30 lbs.

Minimum GSU Hiring Standards
High school diploma or GED equivalency and three years of administrative or technical experience in solid waste and recycling programs and/or public contract work; or a combination of education and related experience. Five years of administrative or technical experience in marketing, education, or event planning for recycling programs preferred. Field experience in inspection, refuse collection and disposal preferred. Must be able to acquire the Solid Waste Association of North America (SWANA) recycling certification within one year of hire.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section