**Recycling Program Assistants**

Job Description | 2015 - 2016

# The Recycling Program Assistant (RPA) position is a key component of the LIU Post recycling efforts.

**The assistants are responsible for overseeing the recycling receptacles in their assigned residence halls, and other campus locations.**

## Responsibilities include:

* Monitoring and emptying recycling bins in buildings across campus
* Recording the amount recycled in respective bins and reporting them to Campus Life.
* Sorting any misplaced recyclables, removing any trash or food waste, and cleaning recyclables if necessary.
* Consistently emptying the recycling bins in each residence hall into the proper bin behind the hall. *(Student workers are provided with rubber gloves and all other material to complete this task)*
* Working collectively with Campus Life to educate students about recycling, including what is appropriate to put in each bin.
* Placing and maintaining recycling information around the residence halls and academic buildings in collaboration with Campus Life.
* Attending all Recycling Program meetings held by Campus Life
* Completing assigned hours and sign in/out using the Campus Life time clock.
* Assisting in the maintenance and upkeep of the recycling bins and report any issues immediately to Campus Life.
* Other duties as assigned by Campus Life related to the recycling program.

## Compensation:

* $8.75/per hour

***Interested students should email*** ***post-campuslife@liu.edu***