

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
SUBJECT Recycling Assistant	RANK x342	GROUP II

DEFINITION:

Under the supervision of the recycling administrator, a student usually performs the following duties:

- (a) Raises campus awareness about recycling programs.
- (b) Keeps records on recycled materials for campus units.
- (c) Collects and sorts recyclables.
- (d) Carries out additional tasks as needed.

BASIC QUALIFICATIONS:

Physical ability to lift 75 pounds. Need a valid Illinois Driver's license.

LEARNING OUTCOMES*:

- Professionally advocate for oneself and others.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- Motivate and inspire others by encouraging them and by building mutual trust.
- Seek out and leverage diverse resources and feedback from others to inform direction.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Have attention to detail, resulting in few, if any, errors in their work.
- Show a high level of dedication toward doing a good job.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).