



Residential Composting Student Manager **Skidmore Sustainability Office**

Location: Skidmore College

Term: 2015-16 Academic Year

Pay: \$8.75/hour, 3-4 hours/week

Description:

The Skidmore Sustainability Office is looking for three Student Compost Managers. The position requires 3-4 hours of work per week, based at Skidmore College. Primary responsibilities of the Compost Manager will be to work with the Skidmore Sustainability office, the Environmental Action Club, and students that live in the apartment villages on campus, specifically Northwoods and Sussman Village Apartments. Students will manage the distribution of buckets at the beginning of the academic year and collect buckets at the end of the academic year. Managers are responsible for cleaning and transporting buckets from the apartment buildings to the compost bin, turning the compost piles every week, collecting and importing data into excel, creating education and awareness programs, and surveying students in the apartments to assess the effectiveness of the composting program. Compost Managers will be required to attend monthly sustainability team meetings as well as more frequent weekly compost manager meetings. The Compost Managers will report to Emily Davidson, Sustainability fellow, and Levi Rogers, Sustainability Coordinator.

Duties:

- Coordinate closely with the Skidmore Sustainability Office and the Environmental Action Club regarding the composting program; identify any challenges, ideas, or feedback from students.
- Manage and train volunteers who are interested in supporting the compost program.
- Set a weekly schedule for compost collection.
- Weekly check-ins on the apartments for bag distribution, problem solving, *etc.*
- Frequently communicate with volunteers to ensure there is adequate help each week during compost collection.
- Maintain the buckets to ensure odors can be managed as effectively as possible.
- Manage data collection (weight by apartment building, weight/volume of finished compost, temperature readings). Managers are responsible for ensuring data is collected consistently each week during pickups and is imported into excel.
- Attend occasional UA meetings
- Turn the pile each week to promote healthy compost. Manager should also work with Skidmore Sustainability Office to ensure there are enough carbon amendments (leaves, wood chips) to mix into the compost each week.
- Administer fall and spring semester surveys to all Northwoods and Sussman residents.
- Propose programming ideas or workshops and educational materials that can be used to approach Res Life staff to help engage their residents who may not all be participating.
- Continue waste reduction programming such as education dinners and other campus events.
- Assist in managing/planning the new institutional compost facility.

Requirements:

- **Submission of cover letter, resume, and two references (at least one Skidmore faculty/staff)**
- Previous experience with composting on campus
- Self-starter

**Please Submit Materials by 3/01/2015
with Compost Manager Application as the Subject Line to:**
sustainability@skidmore.edu

Candidates will be notified by March 6, 2015 in regards to their application and top candidates may be asked for interviews prior to their hire.