Listed below are the community service positions available with the Office of Environmental Sustainability for the Spring Semester:

1. **Office assistant.** This position will assist the office managing the current initiatives and communicating spring events. This will include: managing the ink jet and toner collection sites, distributing recycling bins and signs to offices, labeling current recycling bins, handing out fliers in dormitories and high traffic areas on campus and tabling at spring events.

2. **Recycling coordinator.** The person will be mainly responsible for managing the Recyclemania competition. This includes: getting weekly data reports from grounds, reporting those figures to Recyclemania headquarters, and communicating weekly results to the campus through electronic means and posters. The position also calls for organizing and running promotional events during the competition as well as organizing the award ceremony. The coordinator will also work with office to assess and recommend modifications in existing recycling programs. This position requires organizational skills and ability to make word documents with graphics.

3. **Communications/Public Relations assistant.** This position organizes the communication of office events to the campus community. This includes: attending events and composing articles for the bulletin, getting coverage on events from the ASP, campus radio and TV station. This person will also table at spring events and help organize public relations in the dorms with the Recycling, Earth Day and Give and Go coordinator. Previous experience or knowledge in journalism or communications is desired.

4. **Clothing Exchange and Earth Day assistant.** This position is responsible for organizing the Earth Day festivities including the annual clothing exchange. This includes recruiting volunteers, communicating activities and developing methods to increase participation by the campus community. In addition, the person will work with facilities to set up room and make arrangements for exhibitors. The person must be available on Thursday, April 19th to help host the event.

A student can complete 60 hours of service for 2 credits (RSW291) or 100 hours of service for 3 credits (RSW290). If interested, please contact Mary Ellen at mmallia@uamail.albany.edu. Positions will be filled based on qualifications, availability and experience of the applicants.