2015 MnTAP Summer Internship: Cottonwood, Nobles, and Jackson Counties
Reduce Solid Waste and Improve Recycling at Southwest MN Businesses

The Minnesota Technical Assistance Program (MnTAP) is seeking a junior or senior college student to lead a project focused on source reduction and waste diversion with Cottonwood, Nobles, and Jackson Counties in southwest Minnesota. The intern will work with the counties to promote waste management best practices in the business community by conducting solid waste assessments with local businesses to help the businesses reduce waste, recycle more, and save money. The intern will generate site specific reports with recommendations for source reduction and waste diversion activities along with estimated implementation costs. The intern will also develop a template on performing business waste audits for use by other counties in the region.

JOB DUTIES:
As part of this project, you will be asked to complete the following tasks:

1. Work with county staff to coordinate waste audits at up to three businesses in each county. Businesses may include restaurants, grocers, retail, and manufacturing facilities.
2. Conduct waste audits at businesses with county staff to identify types of waste generated and current management practices and to gather baseline data.
3. Identify materials that can be source reduced or diverted from the waste stream (for example, through recycling). Collaborate with county staff to develop ideas, using existing best management practices where possible. Investigate markets for recyclable materials. Potential ideas may involve purchasing, solid waste infrastructure, handling procedures, or staff education.
4. Estimate reduction and/or diversion potentials (weight/volumes) and costs associated with implementation, and prioritize recommendations based on criteria such as estimated payback and ease of implementation.
5. Summarize findings and recommendations in a report for each business. Provide implementation assistance as needed and as time permits.
6. Develop a template for conducting solid waste assessments with businesses, to be used by county staff to continue assessments beyond the project period. Utilize existing MnTAP and state and county waste assessment resources. Template could include a checklist of observations to be made during an assessment visit, a list of best practices, and a sample report.
7. Summarize work in a final report for the counties. Present findings to the counties and at MnTAP-hosted public presentation events.

As an intern, you will work at the company and report back to MnTAP. The position is full time, 40 hours per week (8:00 a.m. – 4:30 p.m.), for three months to start after the conclusion of spring semester or quarter. Pay is $13/hour, with a lump sum stipend of $1,000 upon completion of the project deliverables: a final report and presentations. Cumulatively, this equates to $15.00/hour when averaged over the project.

QUALIFICATIONS:
- Cumulative GPA of at least 3.0
- Good oral & written communication skills
- A technical academic background
- Troubleshooting skills
- Appropriate majors: Environmental studies, environmental management, and others as applicable

TO APPLY:
Apply online at www.mntap.umn.edu/intern/student_apply.htm
Remember to submit your application form, cover letter, resume, and unofficial transcript.
Applications can be addressed to:
Linda Maleitzke, Intern Coordinator
200 Oak Street SE, Suite 350
Minneapolis, MN 55455 • lmaleitz@umn.edu

MNTAP IS THE HIRING BODY: DO NOT CONTACT THE COMPANY.

MnTAP is funded primarily by the Minnesota Pollution Control Agency’s Prevention and Assistance Division and is located at the University of Minnesota in the School of Public Health, Division of Environmental Health Sciences. The University’s mission, carried out on multiple campuses and throughout the state, is threefold: research and discovery, teaching and learning, and outreach and public service.

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.