Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Res Life Van Galder Shuttle Driver</th>
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<tbody>
<tr>
<td>Department</td>
<td>Residence Life</td>
</tr>
<tr>
<td>Work Location</td>
<td>Residence Life-Van Galder station</td>
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<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
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<tr>
<td>Supervisor</td>
<td>John Winkelmann</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-91910-00000-00000-xxxx</td>
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Do multiple individuals hold this position at one time?  Yes   No

Number of positions available: 10 - 12

Work Schedule
A student in this position can expect to work hours per day, 6 - 8 during shuttle days hours per week.
The student will work    Monday thru Friday    Saturday    Sunday    any day of the week.
Hours are available during the following times of the day: 3 am to midnight.

Department/Position Overview
Shuttle drivers to transport students to and from the Van Galder bus stop. Shuttles operate prior to and at the end of breaks only. Drivers are expected to work scheduled hours, maintain paperwork and passenger lists. They must have a valid driver's license and must be certified to drive a Beloit College vehicle. Drivers are expected to use good judgement, caution in extreme weather conditions. Drivers need to exercise compassion with stressed students and exhibit a friendly helpful demeanor.

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned
☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☐ Maintain the confidentiality of departmental/employee/student information
☐ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
☒ Meet all scheduled pick-up and drop-off times.
☒ Track usage of shuttle service
**Required Training and Skills**

☒ Ability to communicate in a concise and effective manner, both verbally and in writing

☒ Detail oriented with strong organizational skills

☐ Familiarity with specific computer software, listed here:

☐ Familiarity with specific equipment, listed here:

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: *Trained and certified to drive a College vehicle*