Position Title: Shuttle Driver
Hourly Rate: $7.50
Department: Student Engagement & Leadership
Supervisor: Student Activities
Account Number: 72-00000-00207-00000-xxxxx

Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: 7

Work Schedule
A student in this position can expect to work 1 - 10 hours per day, 8 - 10 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: Varies, primarily evenings Monday – Friday and all day Saturday or Sunday.

Department/Position Overview
Expected to follow all guidelines specified in the SEAL driver agreement. Perform other related duties as assigned.
Work scheduled shifts. Attend scheduled staff meetings.

More Detailed Information Available
http://www.beloit.edu/studentactivities/employment/

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
**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 Beloit College vehicles.

☒ Must possess a valid driver's license