



**Position Title:** On-Call Shuttle Driver

**Division/Department:** Student Affairs

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Mitchell College is building on its long history of making liberal arts education more accessible by pioneering an entirely new approach which is flexible, strength-based, and interest driven. Our ability-based approach to learning focuses on teaching adaptability through a core academic discipline curriculum, which provides multiple opportunities for students to apply skills in different learning and professional contexts. To keep this model innovative, vibrant and responsive to students' interests, we need instructors and faculty who are experienced in building cross-disciplinary collaborations between areas of interest, both in our core curriculum and in dynamic new concentrations of study. This revolutionary approach to learning ensures students learn the adaptive skills they need to live life well, both professionally and personally.

Mitchell College is seeking to hire a Part-Time/On-Call Shuttle driver to provide transportation of students (using College provided vehicles) to off-campus events, including trips of considerable distance. This position is considered on-call, though the incumbent would be given appropriate notice of the College's transportation needs. This position would work approximately 10-hours per week.

**Responsibilities and Duties:**

- Coordinate with Student Affairs to provide safe transport to and from College events.
- Ensures the safety and well-being of our young adults being transported to and from the College and on field trips.
- Ensure vans or other vehicles are kept clean and in good-working order
- Ensures that the vehicle is always sufficiently fueled.
- Operates vehicles in such a way that road and safety regulations are always followed; reports any traffic violations to the College immediately.
- Follows procedures to guarantee no student is left unattended in the vehicles without adult supervision at any time.
- In the event of an accident, assures that medical emergency procedures are followed; completes a written accident report as required by College procedure and other authorities.
- Other duties as assigned.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job involves sitting for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing. Able to work a flexible schedule. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Random drug tests may be performed.

Mitchell College is an Affirmative Action-Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, ancestry, political affiliation, sexual orientation, gender identity or expression, marital status, disability and genetic information, age, membership in an employee organization or other non-merit factors.



**Required Education and Experience:**

- Possess a current and valid driver's license (CDL preferred but not required)
- Excellent communication and interpersonal skills
- Visual and auditory acuity within professionally determined normal ranges, with correction if needed.
- Experience successfully working with a culturally diverse staff & clients also desirable.
- Must be able to physically move through the bus, center and classrooms.

**Key Skills / Knowledge:**

- Strong customer service skills
- Knowledge of local area

For full candidate consideration, please send a cover letter, your CV/resume, and 3 references (contact information or letters) by **September 24, 2018** to [jobs@mitchell.edu](mailto:jobs@mitchell.edu). The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified.

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