

POSITION VACANCY
Westminster College

Student Transportation Team (As Needed)

Westminster College Office of Student Affairs is seeking team members for the Student Transportation Team. Members provide rides to and from various locations that are on the Student Affairs transportation schedule. Duties and responsibilities include, but are not limited to:

- Transporting students in a College vehicle to and from various locations off campus such as airport shuttle service, shopping, and medical appointments.
- Communicating with Student Affairs to report location, time constraints and any activity observed as unusual.
- Adheres to all safety policies and procedures.

Hours will vary and increase as College academic breaks begin and end.

Position requires a high school diploma or equivalent and six (6) months of driving experience transporting passengers. Must possess a valid Class C PA driver's license on the date of hire. Position requires considerable knowledge of the safe operation of the transportation of passengers; Pennsylvania vehicle code and first aid; working knowledge of vehicle maintenance. Effective verbal communication with clear speech; physical ability to assist with luggage, if needed. Ability to work cooperatively with co-workers, supervisors and students; interpret and apply a variety of rules, regulations and procedures; be able to adhere to strict schedules. Employment is contingent upon a successful background check. Must be able to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

Interested individuals should send a letter of interest:

Gina Vance
SAJobApplications@westminster.edu

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.