

# **Part-Time Transportation Assistant**

## **SUMMARY**

The Transportation Assistant drives and guides university students in need of transportation for academic service-learning requirements throughout the local Erie region.

## **DUTIES & RESPONSIBILITIES**

Include but not limited to:

- Perform routine office duties such as record keeping, incident reporting and other duties as assigned
- Provide local transportation for university students involved in service-learning opportunities. Opportunities may occur weekday morning, afternoons and/or some evenings
- Encourage and guide students on a weekly basis and communicate any student or site-based concerns or announcements with supervisor(s)

## **EDUCATION & EXPERIENCE**

Commitment to work scheduled hours; flexibility, professionalism, positive attitude, ability to drive passenger vans.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Able to work in a fast-paced, team environment. Evening availability strongly preferred. Confidentiality a must, strong communication, written and verbal skills, demonstrated leadership capabilities, able to work in diverse population, be energetic, creative and personable, valid driver's license with clean driving record.

## **WORKING CONDITIONS**

Be able to exert in excess of 50 pounds of force occasionally or in excess of 25 pounds frequently or in excess of 20 pounds consistently, bending, reaching, handling, talking, hearing, near acuity-20 inches, far acuity-20 feet, color vision and identification. Hearing range for conversation; speak English.

Qualified candidates can submit their resume/application to:

Mercyhurst University  
Attn: Human Resources  
501 East 38<sup>th</sup> St, Erie, PA 16546  
Email: [hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Mercyhurst is an Equal Opportunity Employer that encourages members of diverse groups to apply. All applicants must be eligible to work in the United States.