



Job Title: Transportation Assistant

Department: Global Programs; Community Engagement

Location: Erie

Reports to: Colin Hurley, Director of Community Engagement

VP/Dean: Dean of Global Programs

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 placements that may fall within a time range of weekday mornings through evenings
- Encourage and guide students on a weekly basis and communicate any student or site-based concerns or announcements with the supervisor

EDUCATION & EXPERIENCE

Commitment to work approximately 10-15 hours/week; flexibility, professionalism, positive attitude, ability to drive passenger vans.

KNOWLEDGE, SKILLS AND ABILITIES

Able to work in a fast-paced, team environment, with be availability for some morning and evening work. 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.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:



MERCYHURST
UNIVERSITY

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Erie, PA 16546

814-824-2000

800-825-1926

mercyhurst.edu

Human Resources
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501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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