



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Transportation Assistant

Location: Erie

Department: Global Programs; Community Engagement

Reports To: Executive Director of Community Engagement

Full/Part Time: Part-time

Classification: Staff

Closes: Open until filled

POSITION SUMMARY:

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

DUTIES AND 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 AND EXPERIENCE

Commitment to work approximately 15-20 hours/week during the academic year; flexibility, professionalism, positive attitude, ability to drive passenger vans.

KNOWLEDGE, SKILLS AND ABILITIES

Able to work in a fast-paced, team environment, with 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.

WORK ENVIRONMENT

Predominantly van driving with occasional office setting. Evening or weekend work may be requested.

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:

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

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Candidates must be currently eligible to work in the United States.