



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

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[mercyhurst.edu](http://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](mailto:hrinfo@mercyhurst.edu)**

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