



Grinnell College

Student Job Description

Job Details

Job Title: Assistant Transportation Coordinator (1)

Department: Office of Development & Alumni Relations

ID: ST-DEVAR-006

Date Completed: 2/22/19

Supervisor Title: Associate Director of Alumni and Donor Relations for Reunion and Awards Programs

Pay Grade: IV (\$9.50/hr)
(as determined by policy manual)

Position Description

The Assistant Transportation Coordinator assists the Transportation Coordinator with the coordination and execution of all shuttle service and transportation needs for Reunion and Alumni College guests. This includes on and off-campus transportation and working with vendors to schedule and coordinate shuttle services and rides. The Transportation Coordinator and the Assistant Transportation Coordinator supervise the Transportation Team. The team includes Drivers, but may also include Reunion Assistants that are assigned to the Transportation Team during certain days of Reunion. The coordinators also manage and coordinate the vehicle fleet including golf carts and Grinnell College vehicles.

The Assistant Transportation Coordinator will be lead on all related projects, activities, and staff needs in the absence of the Transportation Coordinator. The Assistant Transportation Coordinator is a member of Reunion Senior Staff.

This position supervises other students.

Supervision Description: See above.

Qualifications and Professional Development

Qualifications:

The Assistant Transportation Coordinator must have a valid driver's license. Candidates for this positions should have good phone skills, be articulate and able to communicate well, be well organized and detail-orientated, and have a working knowledge of Excel. The ideal candidate will be a certified drive for the College or be qualified for certification. Ability to run mail merge programs also helpful.

Specific Skills Acquired/Developed: Communication; Computer skills; Word processing and Excel; Interaction skills; Organization skills; Time management; Team work

Transferable Skills: Ability to work in a team structure; Ability to verbally communicate with persons inside and outside the organization; Ability to make decisions and solve problems; Ability to obtain and process information; Proficiency with computer software programs

Schedule and Location

Location (physical address): Old Glove Factory (OGF) for the week prior to and after Reunion. Joe Rosenfield '25 Center during Reunion (at the Transportation Desk). May involve staffing occasional shuttles that go all over campus and/or off campus.

Schedule: This position is required to work Tuesday, May 21 through Wednesday, June 5. Senior Staff are required to work 8-12 hours per day during Reunion and 8 hours per day prior to and after Reunion.

There will be a mandatory training meeting on Sunday morning, April 28. Additional training meetings may be added for some specific positions.

Physical and Cognitive Requirements

Physical: sit; stand; walk; use hands to finger, handle or feel; talk or hear

Cognitive: Analyzing information; Effective communication skills; Planning and organizing; Adjusting to change; Coordinating work with others; Handling multiple assignments and priorities; Concentrating – maintaining attention to detail.

Evaluation Procedure and Schedule

Evaluation meeting will take place at the end of Reunion with the Associate Director of Alumni and Donor Relations for Reunion and Awards.

Application Instructions

Position Availability: Positions are available for summer 2019.

When to Apply: Applications are accepted until Tuesday, April 2.

FWS Information

- Position eligible as Community Service component.
- Position involves reading tutoring.
- Position possibly involves work in religious or spiritual services.

Working with Minors

- Has contact with minors while performing duties.