



Grinnell College

Student Job Description

Job Details

Job Title: Driver (5)

Department: Office of Development &
Alumni Relations

ID: ST-DEVAR-002

Date Completed: 2/22/19

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

Pay Grade: III (\$9.00/hr)
(as determined by policy manual)

Position Description

Drivers are responsible for driving shuttles to and from the regional airports (Des Moines and Cedar Rapids) and, on occasion, the train station in Ottumwa. Drivers also assist with vehicle shuttles around the community, golf cart transportation on campus, and other in-town errands.

During their service, they are expected to be friendly and engage alumni and other guests. Drivers should be familiar with campus and be excited to have 1:1 interaction with alumni. They should make themselves familiar with the basic reunion schedule in order to answer guest inquiries.

This position supervises other students.

Supervision Description: N/A

Qualifications and Professional Development

Qualifications:

To be a driver, you must be certified with Grinnell College. If you are age 20, have a valid U.S. or international driver's license for at least 2 years and no moving violations in the past 24 months, you are eligible for certification to drive College vehicles. You must complete the certification process at the College which includes a written test and a driving test. All drivers must be certified no later than May 22nd.

Specific Skills Acquired/Developed: Communication; Interaction skills; Team work;
Organization skills

Transferable Skills: Ability to work in a team structure; Ability to verbally communicate with persons inside and outside the organization

Schedule and Location

Location (physical address): All campus and off campus to specific locations

Schedule: These positions are required to work Tuesday, May 28 through Sunday, June 2. Drivers are eligible to work in the Reunion Assistant position May 22-May 28 and June 3-5, if they would like to have more hours.

Drivers will work an average of 30-40 hours driving during Reunion. They may work more hours if they work the week before or the week after Reunion.

All Reunion student staff are required to attend a mandatory meeting on Sunday morning, April 28. Additional training days 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: Effective communication skills; Adjusting to change; Working with numerous distractions

Evaluation Procedure and Schedule

Evaluation meeting will take place at the end of Reunion with Senior Staff supervisors.

Application Instructions

Position Availability: Positions are available for summer 2019.

When to Apply: Applications are accepted until Wednesday, April 3.

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.