Part-time Driver/Office Assistant with an expected hire in fall 2017
Approximately 6 - 7 hours per week depending on work study award amount

General Summary
The position is the driver of a utility vehicle to assist students with temporary mobility needs by picking them up and driving them to their classes. When the driver does not have students scheduled for rides, the duties include office assistant work.

Major Duties:
- Operates utility vehicle for driving students with mobility needs around campus. May be required to lift mobility equipment such as a manual wheelchair.
- Arrives on time to scheduled appointments to pick up and drop off students.
- Maneuvers the utility vehicle to the closest door to the class for picking up and dropping off students.
- Responsible operation of the utility vehicle is necessary.
- Provides excellent customer service to the students.
- Office assistant work includes scanning documents, delivering documents to appropriate campus departments, researching topics for social media, answering phones, and greeting people who enter the office.

Qualifications:
- Eligible for federal work study award.
- Enrolled at WMU at least half time.
- Valid U.S. driver’s license with no points.
- Able to lift approximately 20 pounds to transport mobility equipment.
- Ability to work independently using excellent customer service skills.
- Comfortable and skilled working with diverse populations.
- Ability to maintain confidentiality.
- Dependable.

Document Submission:
For questions, call (269) 387-2116 and ask for the transportation coordinator.

Please submit a Universal Student Employment Application located on Career and Student Employment’s website:  http://www.wmich.edu/sites/default/files/attachments/u90/2013/universal_student_application.pdf via email to dss_transportation@wmich.edu, via fax (269) 387-0633, or via mail to

Western Michigan University
Attention: Jen Lawson, Administrative Assistant II
Disability Services for Students, Woodlawn Place
1903 W. Michigan Ave
Kalamazoo, MI 49008-5277