Bike Stable Bike Mechanic

Position Title
Bike Stable Bike Mechanic

General Summary
The Office for Sustainability (OfS) at Western Michigan University (WMU) is seeking a Bike Mechanic to help assist the Bike Stable program. Bike mechanics provide a valuable service by encouraging the use of non-motorized transportation and helping students and community members to learn how to diagnose and fix problems with their own bicycle.

Major Duties
- Perform basic bicycle repairs, tune-ups, and adjustments with hand tools
- Provide Bike Stable participants bicycle maintenance instruction
- Oversee repairs done by patrons and volunteers
- Assist in ordering tools, parts, and materials as needed for Bike Stable
- Handle a cash box for small bicycle repair expenses
- Assist in data collection to support the Bike Stable program
- Attend Bike Stable events as needed (relevant WMU and community meetings, safety events, demonstrations, etc.)
- Maintain a clean and orderly work space and studio floor
- Submit semester project brief and deliver end of semester presentation to peers and co-workers at the OfS

Position Requirements
- Undergraduate or graduate student currently enrolled at WMU in good academic standing
- Ability to work independently and in a team environment
- Must be a patient teacher when assisting others
- Must be able to work Friday afternoons during Open Shop (typically from noon to 5)
- Ability to communicate effectively through different methods

Desired Qualifications
- Personal commitment to sustainability
- Competency in working with diverse populations
- Desire to mentor others or to learn bicycle maintenance skills
- Experience performing bicycle maintenance at a shop or organization

Hours and Compensation
Expected commitment is 12-14 hours per week starting at $9.45 per hour. Employees exceeding job expectations for this position will have the opportunity to rapidly advance to Open Shop Coordinator. Pay will bump to $10.65 per hour once staff member supervises student employees and volunteers.

Note: This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.
Tentative Start Date:
Mid-March 2019

To Apply
1. Complete the application found at http://www.wmich.edu/sustainability/opportunities/jobs
2. Email applications to wmu-sustainability@wmich.edu or send hard copies to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.
3. All applications, both online or in print, are due Friday, February 15 by 5:00 p.m.

WMU Equal Opportunity Statement
Western Michigan University, an equal opportunity employer, complies with applicable federal and state laws and University policies prohibiting discrimination and harassment.

WMU Nondiscrimination Policy
Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, protected veteran status, height, weight, or marital status. (Revised April 2006)

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