



Bike Shop Mechanic

Position Title

Bike Stable Mechanic

General Summary

The Office for Sustainability (OfS) at Western Michigan University (WMU) is seeking a Bike Mechanic to help assist the Bike Shop 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 Shop participants bicycle maintenance instruction
- Oversee repairs done by patrons and volunteers
- Assist in ordering tools, parts, and materials as needed for Bike Shop
- Handle a cash box for small bicycle repair expenses
- Assist in data collection to support the Bike Shop program
- Attend Bike Stable events as needed (relevant WMU and community meetings, safety events, demonstrations, etc.)
- Maintain a clean and orderly work area and studio floor
- Facilitate at least one workshop related to sustainability
- 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 Fridays during Bike Shop Drop- Off (typically from 10 a.m. to 2 p.m.)
- **Must be able to work over the summer**
- Ability to communicate effectively through different methods
- Active participation with the OfS team implementing our OfS Diversity & Inclusion Action Plan
- Attend and contribute to weekly team meetings and report on progress with projects

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 \$12.50 per hour. Pay increase based on performance evaluation.

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:

January 2023

To Apply

1. Complete the application found at <http://www.wmich.edu/sustainability/opportunities/jobs>.
2. Email application to wmu-sustainability@wmich.edu or send hard a copy to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.
3. All applications, both online or in print, are accepted on a rolling basis. The position is open until filled.

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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