



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Student Shuttle Driver

Classification: Non-exempt

Reports To: Meg Dillon, Director of Student Involvement, Leadership and Inclusivity

Job Summary/Objective:

A driver who is responsible and qualified to drive the 12-passenger Sweet Briar vans to shuttle students to local businesses (Amherst and Madison Heights). The shuttle driver will be compensated for their time driving.

Position Type/Expected Work Hours:

- Hours will vary depending on the day of the week. Morning, afternoon and/or weekend work is expected.

Supervisory Responsibilities:

- None

Essential Responsibilities:

- Drive the SBC 12 passenger vans to local businesses, such as Walmart, CVS, etc. as a shuttle system
- The driver will be responsible for the safety of the students they are driving
- Arrive 15 minutes prior to the shuttle start time to pick up the SBC van, complete the appropriate paper work and be on time at the pick-up location
- Be able to manage the shuttle times and work in a timely manner

Required Qualifications:

- Must have a valid driver's license
- Must have successfully completed the SBC van certification program
- Must have background check in the form of a motor vehicle report and meet insurability standards
- Must be available to work weekdays and/or weekends
- Must be reliable, responsible and timely

Preferred Qualifications:

- Previous van/shuttle driving experience

Work Environment:

Driving the shuttle in various weather conditions (will be canceled if dangerous weather occurs)

Physical Demands:

- Sitting, while driving, for periods of time.

Travel:

- Driving the shuttle to local area businesses (Amherst and Madison Heights)

Deadline for Submission: September 20th, 2017

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: Please submit a cover letter, résumé, three professional references and your course schedule to mdillon@sbc.edu.