Purple Bike Shop Attendant

Office of Campus Safety

Status: Student Employment Length of Employment: Academic Year

Department:Campus SafetyDivision:Student AffairsReports To:Director of Campus SafetyWage:\$7.25/hour

Hours: 3:30pm to 5:30pm, M-F

and as needed

Position Summary

Purple Bike Shop Attendants are responsible for repairs and maintenance or the fleet of bikes, tracking and logging of repairs and use, servicing student bikes upon request and managing of parts and supplies.

Principle Duties and Responsibilities

- 1. Repair and maintenance of bikes;
- 2. Tracking of bike use and repairs;
- 3. Patrolling of campus and perimeter at least two times per week to: a) place bikes in nearest bike racks and; b) remove bikes from circulation that are in need of repair;
- 4. Management and logging of parts and supplies and needs;
- 5. Maintenance of bike shop tools;
- 6. Promotion and marketing of the Purple Bike program;
- 7. Attend Senate meetings to secure funding requests;
- 8. Registration of campus constituents bikes upon request;
- 9. Supervision of winter bike storage program.

Work Relationships

Reports to the Director of Campus Safety. Regular contact with students and staff.

Skills, Knowledge and Abilities

Must have previous bike mechanic experience. Ability to communicate effectively with students, staff. Spreadsheet and word document knowledge.

Resignation/Termination

Student must report to work as scheduled. Must perform all assignments satisfactorily. Failure to comply with requirements is grounds for termination.

A student employee who wishes to terminate their position with the Office of Campus Safety must do so in writing.