### Job Summary/Basic Function

Review current operation of UVM’s Bike Share program, consult with related stakeholders, and make recommendations for a new improved pilot bike share program on campus to implement in Fall 2013. Assess pilot program throughout academic year and adjust program with the intent of improved procedures and logistics to manage a fleet of bikes in addition to increased utilization of bikes in the program. Coordinate Bike Share program with support from and under supervision of Transportation Director. Cooperate and collaborate with student-run Bike Users Group. Coordinate and facilitate an outreach program to promote bike use on campus. Assist Director in bike related events both on and off campus. Conduct outreach for commuter choice program. Participate in Bike Advisory Group meetings.

### Requirements

- Complete supervisory training for work study program.
- Summer (July and August): 20 hours/week
- Fall, winter and spring: 10 hours/week
- Participate in weekly supervisory meetings/discussions with Transportation Director to monitor and share progress of Bike Share and commuter choice programs.

### Desirable Qualifications, Experience, and Skills

- Enthusiastic about biking and alternate transportation
- Excellent listening skills.
- Comfortable with public speaking to a variety of constituents.
- Works well in fast-paced situation
- Experience engaging multiple stakeholders.
- Effective team player.
- Receptive to and integrating feedback into work.
- Self-starter and take initiative.
- Exhibit patience under pressure.
- Lifting of up to 62.5 lbs. and pushing/pulling up to 70 lbs occasionally required.

### Compensation

This is a temporary, hourly wage position and includes fringe benefits. Wage rates (ranging $15-$20/hour) depend on candidate’s experience and qualifications. Work will take place from August 2013 to June 2014.

### Deadline

Position open till filled.

### Where to send application

Email your cover letter and resume to the Office of Sustainability at \[sustainability@uvm.edu\]. Please make sure to send your application with "RE: UVM Bike Share Program Coordinator Application- YOUR NAME"