Position Summary

Transportation managers are responsible for coordination of driver and vehicle management of Community Outreach (CO) Transportation. Specific tasks and obligations for each project vary depending on the project; however, the following responsibilities are required of all managers.

Major Duties and Responsibilities

A. Project Management and Development
   - Review mission statement and revise as needed
   - Develop appropriate goals
   - Contact and meet accordingly with Transportation student coordinator
   - Communicate and meet regularly with designated CO staff member

B. Driver / Vehicle Management
   - Manage current drivers’ records including database information
   - Determine the need for additional drivers in collaboration with the scheduling manager
   - Actively recruit, interview, and select new student drivers
   - Coordinate with scheduling manager to schedule vehicles for maintenance, fueling and cleanings
   - Maintain and ensure accuracy of employees’ availability and days off
   - Create/ oversee ongoing training of CO drivers and volunteers
   - Keep accurate records of vehicle maintenance
   - Schedule and chair driver meetings throughout each semester
   - Apply disciplinary action to drivers as necessary

C. Administrative Tasks
   - Attend all related CO meetings, trainings, seminars, and workshops
   - Manage any financial or other resources including tracking of rentals, providing estimates, and invoicing
   - Represent CO at University classes, meetings, events or other Community of Practice meetings
   - Perform other related duties and activities to support the program and the Office of Community Outreach, as needed
   - Supervise the on-call phone

D. Project Teams
   - Participate in a CO project team including: program management, professional development, or community building

E. Program Participation
   - Managers are expected to drive one to two shifts per week, if needed
Qualifications

A. Minimum Qualifications:

- Possession of a valid driver’s license with CT type A, Activity Vehicle, endorsement or equivalent
- At least one year related experience working with CO transportation or UConn Transportation Services
- Capacity to facilitate individual and group supervisory meetings including conflict resolution / problem solving
- Capability to positively represent CO to the University and external community
- Proficient interpersonal, relationship, and partnership building skills
- Ability to effectively convey oral and written communication
- Demonstrated program development and organizational skills including ability to manage multiple tasks/projects and planning special events
- Ability to work independently, assess programmatic needs, and develop creative solutions
- A strong appreciation for, as well as a willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
- Demonstrated basic knowledge and skill in the use of personal computers and basic software programs such as Microsoft Office Word and Excel
- Willingness to work irregular and flexible hours including evenings and weekends
- Student must not be on academic probation in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

B. Preferred Qualifications:

- At least one year experience with UConn Community Outreach Transportation
- One year related experience in a leadership and/or supervisory position
- Strong interest in community service
- Excellent computer skills with an emphasis on Microsoft Office Word, Publisher, and Excel

Commitment

- Full academic year commitment is required
- Participation in CO training in August the week before Fall Semester begins
- 15-20 hours per week; exact hours and schedule will fluctuate and are flexible to student’s academic schedule
- Ability to maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (1.8 semester GPA or higher for 1-23 credits, or 2.0 semester GPA or higher for 24+ credits)

The University of Connecticut is an Equal Opportunity Employer and supports all state and federal laws that promote equal opportunity and prohibit discrimination. In keeping with our commitment to build a culturally diverse community, the University of Connecticut encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.