Position Summary

Transportation managers are responsible for the overall management and coordination of the Community Outreach (CO) Transportation rental requests. 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 student transportation coordinator or professional staff member
   - Communicate and meet regularly with designated CO staff member

B. Rental Management
   - Communicate transportation request policies to rental departments
   - Manage incoming rental requests and file appropriately
   - Develop and manage a monthly tracking system for requests
   - Coordinate with schedule manager to schedule rental requests when appropriate
   - Create and manage rental agreements between CO and renting department
   - Fiscally manage and track all approved requests

C. CO Wide Role
   - Attend all related CO meetings, trainings, seminars, and workshops
   - 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
   - Participate in a CO project team including: program management, professional development, or community building
   - On occasion represent transportation at CO Executive Board meetings

D. Program Participation
   - Managers are expected to drive one to two shifts per week, if needed
   - Supervise the on-call phone during off hours and on weekends
   - Maintain 15-20 hours weekly
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
   - One semester or more of related experience in a leadership and/or supervisory position
   - 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)

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