

Bikemore Student Manager

Sustainable Skidmore

Location: Skidmore College

Term: Fall 2013 Academic Semester (with possibility of extension)

Pay: \$8.50/hour, 2-4 hours/week

Description:

The Skidmore Bike Share (Bikemore) Student Manager position offered by Sustainable Skidmore requires 2-4 hours of work per week, based at Skidmore College. Primary responsibilities of the Bikemore Manager will be to work with Sustainable Skidmore, the Environmental Action Club, Lucy Scribner Library, and the Skidmore College community to ensure the campus bike share program is functioning properly and efficiently. The manager will regularly check-in with Library staff and Sustainable Skidmore to analyze current state of the bike share program, take inventory of the bicycles, evaluate bicycles to ensure they are in proper working order, and repair, maintain and keep detailed account of all bicycles in the fleet. Additionally, because this program is relatively new to Skidmore College, the manager will work closely with Sustainable Skidmore and the library to adapt the Bikemore program, checkout process, and market the program to increase campus awareness to ensure the sustainability of the program. The Bikemore program is also going through possible expansion during the 2014-2015 academic year, so it is important for the Bikemore Manager to be flexible and adaptable as a new bike share program may be launched. The Bikemore Manager will be required to attend monthly sustainability team meetings as well as more frequent (weekly or biweekly) bike share meetings. The Bikemore Manager will report to Levi Rogers, Sustainability Coordinator.

Duties:

- Coordinate closely with the Sustainable Skidmore Office, the Environmental Action Club, and Library staff regarding the bike share program and to address the current state of the program.
- Receive new program ideas, suggestions, and feedback from the campus community.
- Work closely with the library to train staff on bicycle checkout procedure.
- Take regular inventory of bicycles to ensure all bicycles are accounted for.
- Ensure all bicycles in circulation are in proper working condition and safe for use. This includes developing a detailed maintenance schedule for each bicycle.
- Receive damage reports from library and respond in a timely manner.
- Remove damaged bicycles from circulation and repair the bicycles in a timely manner.
- Maintain a detailed record of bicycle maintenance.
- Promote the Bikemore program on campus in creative ways.
- Keep maintenance shop and tools clean and organized.
- Keep record of supplies used and prioritize list of supply needs.
- Assist in management and coordination of possible new bike share program.

Requirements:

- Previous experience with bicycle maintenance
- Ability to work independently and collaborate with a team
- Self-starter
- Ability to adapt to program needs
- Submission of interest letter, resume, and two references (at least one Skidmore faculty/staff)

Please Submit Materials by 3/02/2014

with Bikemore Manager Application as the Subject Line to:

Sustainable Skidmore @ sustainability@skidmore.edu

Candidates will be notified by March 24, 2014 in regards to their application and qualified candidates may be asked for interviews prior to their hire.