

Bikemore Student Manager Skidmore Sustainability Office

Location: Skidmore College

Term: 2015-2016 Academic Year

Pay: \$8.75/hour, 2-4 hours/week

Description:

The Skidmore Bike Share (Bikemore) Student Manager position offered by the Skidmore Sustainability Office requires 2-4 hours of work per week, based at Skidmore College. Primary responsibilities of the Bikemore Manager will be to work with the Skidmore Sustainability Office and the Skidmore College community to ensure the campus bike share program is functioning properly and efficiently. The manager will meet regularly the Skidmore Sustainability Office to analyze current state of the bike share program, register community members for the program, review detailed records to ensure all bicycles are accounted for and that riders are using the program properly, evaluate bicycles to ensure they are in proper working order, and repair, maintain and keep detailed account of all bicycles in the fleet. The Bikemore Manager will report to Levi Rogers, Sustainability Coordinator and Emily Davidson, Sustainability Fellow.

Duties:

- Coordinate closely with the Skidmore Sustainability Office to ensure the bike share program and all its components are operational.
- Take regular inventory of bicycles to ensure all bicycles are accounted for. This includes data collection and data entry.
- Establish a bike share registration schedule so all interested community members may register and use the program.
- 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 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.
- Seek volunteer help for bike share maintenance.

Requirements:

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

**Please Submit Materials by 3/01/2015
with Bikemore Manager Application as the Subject Line to:**
Skidmore Sustainability Office @ sustainability@skidmore.edu

Candidates will be notified by March 6, 2015 in regards to their application and qualified candidates may be asked for interviews prior to their hire.