



BikeMore Student Manager Skidmore Sustainability Office

Location: Skidmore College

Term: Fall 2019- Spring 2020

Pay: \$9.75/hour, 5 hours/week

Description

The Skidmore Sustainability Office is seeking one BikeMore Manager to join the two-person BikeMore team that coordinates the College's bike share program. The position requires about five hours of work per week. Primary responsibilities of the BikeMore Managers will be to work with the Skidmore Sustainability Office and the Skidmore College community to maintain the bicycles, organize user data, and cultivate program participation. The managers will have weekly meetings with the Skidmore Sustainability Office to analyze current state of the bike share program, register community members for the program and review detailed records to ensure all bicycles are accounted for and that riders are using the program properly. In addition, managers will evaluate bikes on a weekly basis and conduct repairs as needed, keeping clear records about all bicycles in the fleet. Applicants that are able to commit to the full school year are preferred, but we will consider students who are just available for the fall semester. The BikeMore Managers will report to the Sustainability Coordinator for Student Programming.

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;
- Ensure all bicycles in circulation are in proper working condition and safe for use. This includes developing a detailed maintenance schedule for each bicycle;
- Establish a bike share registration schedule so all interested community members may register and use the program;
- 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;
- Identify opportunities to increase transportation access for students, through bike maintenance workshops, ride-share promotion, *etc.*;
- Keep maintenance shop and tools clean and organized;
- Keep record of supplies used and prioritize list of supply needs; and
- Seek volunteer help for bike share maintenance.

Requirements:

- **Submission of interest letter, resume, and contact information for 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 immediately, positions open until filled.

Email with Bikemore Manager Application as the subject line to: sustainability@skidmore.edu

Candidates will be notified by shortly after submission in regards to their application, and top candidates may be asked for interviews prior to their hire.