



BikeMore Student Manager Skidmore Sustainability Office

Location: Skidmore College

Term: Fall 2022- Spring 2023

Compensation: \$12.75/hour, 5 hours/week

Description

The Skidmore Sustainability Office is seeking one (1) BikeMore Manager to co-coordinate the College's bike share program. Primary responsibilities of the two (2) BikeMore Managers are to maintain the bicycles, organize user data, and cultivate program participation. The managers 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 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. The BikeMore Managers 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 a regular maintenance schedule for each bicycle;
- Maintain online bike share registration and lead outreach events so 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 preferred but not required;
- Communication skills to ensure strong team-work and campus engagement;
- Flexibility to adapt to program needs.

Applications are currently being accepted. Zoom interviews will begin ASAP and will be conducted on a rolling basis until positions are filled.

Please submit application materials to:

sustainability@skidmore.edu