



POSITION ANNOUNCEMENT

Campus Shuttle Driver & Technician

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, *Campus Shuttle Driver & Technician*, for its Facilities Department on the Mount Vernon main campus. The position reports to the Motor Pool Coordinator and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "C", with a starting rate of \$14.42/hr. A full complement of benefits are provided including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods. The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for this position include:

Daily responsibilities:

- Responsible for regularly scheduled shuttle transportation to and from campus during the spring and fall semester
- Perform facilities specific maintenance and carpentry construction tasks during summer and winter break
- Periodically deliver sports teams to their assigned destinations
- Answers and responds to phone calls for ride requests
- Conducts vehicle inspections and schedules repairs with Motor Pool Coordinator
- Cleans vehicle interior and exterior as required
- Effectively communicate specific student needs and concerns with Motor Pool staff, Director, and/or Campus Safety
- Deliver written and verbal reports to the Motor Pool Coordinator
- Maintains quality level and inventory of equipment/tools
- Other facility related duties in between shuttles including, but not limited to, mowing, cleaning, and driving for deliveries
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- High school diploma or equivalent
- Possess a current Ohio Driver's license, and ability to operate University vehicles and equipment
- CDL class B license with Passenger and Air Brake endorsement, preferred. MVNU will train an otherwise qualified candidate
- Must pass background check and safe drivers check
- Excellent face-to-face and phone customer service to all associates, visitors, and students on Campus
- Demonstrates effective and efficient use of University resources
- Exhibits excellent judgment in decision making within University guidelines
- Must be capable of sitting, walking or standing for long periods of time, frequent use of stairs, ability to lift 50 pounds

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.