



COLUMBIA UNIVERSITY
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION

Job Title:	Van Attendant		
Department:	Athletics	Salary:	\$19.00/hour
Location:	Dodge Fitness Center	Supervisor:	Jeff Ryder/Steve Figueroa

Job Description

Essential Duties and Responsibilities

- Check tire pressure and fill air in tire as needed
- Report cleanliness of all vans
- Report interior and exterior damage of all vans
- Pick and drop off van for maintenance
- Move vans to appropriate locations if needed
- Report mileage of all vans
- Complete daily van checklist every shift
- Coordinate with the Vehicle Coordinate when vehicles need to be offline
- Assist with room setup and breakdown for athletic events
- Other duties assigned

Required Qualifications

- Currently enrolled Columbia University Student
- Vehicle operations knowledge
- Current valid driver's license
- Ability to pass a Motor Vehicle background check
- Ability to pass Department Driver's program

Preferred Qualifications

- Ability to communicate effectively; verbal and written
- Experience and knowledge of athletic/recreation service
- Demonstrated leadership skills