### 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