

WILBERFORCE UNIVERSITY



Wilberforce, Ohio 45384

Job Posting

Posting Date: July 14, 2009

Closing Date: Open Until Filled

TRANSPORTATION DRIVERS

POSITION DESCRIPTION: Wilberforce University is accepting applications for the position of Van Driver, reporting to the Director of Transportation. The duties include, but are not limited to:

- Report for work at the designated work time.
- See Shuttle Supervisor for directives, driving assignments, van keys and phone/radio.
- Complete Van Inspection Sheet (oil, windshield wiper, brake, anti-freeze and transmission fluids)
- Be prompt and on time whenever making any and all pick-ups and drop-offs
- Drivers are only to drop-off and pick-up students at the designated locations:
- End of shift clean vans
- Other duties requested by Supervisor.

QUALIFICATIONS: Must have a valid driving license and are required to dress in a shirt/sweater representative of Wilberforce University Transportation Department, with either black or khaki pants. Uniforms should be worn properly and in their entirety. Uniforms must be clean, pressed, and neatly maintained. Professionalism will NOT be compromised for comfort in clothing. All Transportation drivers are expected to have good attendance and report to work on time. Have a safe driving record.

APPLICATION: Qualified applicants should apply online at <http://www.wilberforce.edu>; click on Jobs @ Wilberforce. Application materials should include a cover letter and three references.

THE UNIVERSITY: Founded in 1856 as America's first black college by leaders of the African Methodist Episcopal Church, Wilberforce University is a predominately African-American, private co-educational, liberal arts institution. The modern campus is located in a very accessible rural setting in southwestern Ohio close to the urban centers of Dayton, Columbus, and Cincinnati. The University awards the Bachelor of Arts and the Bachelor of Science degrees. Majors are offered in the areas of business, engineering and computing science, humanities, natural sciences, and social sciences. The University also offers a mandatory cooperative education program and integrated service learning in selected courses. Wilberforce University is a member of the United Negro College fund, the NAIA athletic conference, and is a participant in the OhioLINK library consortium.

Wilberforce University is an Equal Opportunity Employer