



Student Vacancy Notice

Position: Bike/Ski Room Manager
Status: Student Hourly
Department: Athletics
Reports to: Matthew Dougherty
Hours: TBD

Requirements:

- Maintain a professional manner on the work site.
- Applicant must have solid credentials and experience working with the equipment- no training is provided.

Description: This position involves repair and tuning bikes (both road and mountain) and repairing and tuning skis and snowboards. If the applicant is strong in one area, but not the other, they may still be considered. Please indicate your expertise in your cover letter.

Relevant Skills:

- Self-motivated and able to work independently
- Organized with attention to detail
- Ability to maintain a clean and functional space
- Ability to maintain equipment properly

How to apply: Hiring is based primarily on the professionalism of resumes and cover letters. Applicants will receive a confirmation e-mail that information has been received and any further steps needed to complete process.

The Recreation Department receives an overwhelming number of applications each semester. The department is not able to guarantee a position to anyone. Positions fill quickly and those who are interested in this position are encouraged to apply before the semester begins.

It is recommended that the cover letter and resume be turned in before the start of the semester.

Please submit a cover letter and resume to Matthew Dougherty
mdougherty@paulsmiths.edu

Paul Smith's College values diversity in the College community and seeks to assure equal opportunity through its continued Affirmative Action program. Women, Minorities, People with Disabilities and Veterans are strongly encouraged to apply. EOE/AA/M/F/D/V