



Type: Van Drivers

Office: Student Activities Office

Contact: Jill Susice jsusice@paulsmiths.edu

Hours Per week: various

Positions available: 2-3

Van Drivers-

The Student Activities Office is accepting applications for Van Driver(s). Dates: Entire Academic Year with potential for returning years.

JOB DESCRIPTION:

- Drives students to and from off-campus locations such as Plattsburgh/Malone/Saranac Lake and Lake Placid.
- Accounts for all students on trip.
- Reports to campus safety when departing and returning to campus.
- Ensures for the safety of all participants.
- Sanitizes/cleans van, if necessary.
- Evaluates weather and contacts Coordinator of Student Engagement in the event of inclement weather.

QUALIFICATIONS:

Seeking dependable, reliable, and responsible team member(s) with the ability to listen, help others and maintain confidentiality.

- Must have a clean, valid driver's license.
- Must have passed driver's safety course and be approved to drive by PSC.
- MUST be reliable, mature, responsible and a safe driver.
- Available to work in the evenings and on the weekends.

HOW TO APPLY:

Stop by the Student Activities office, email or call to submit your name. Submit cover letter detailing any driving experience and 3 references. NOTE: Only those who are selected to interview will be contacted.

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EOE/AA/M/F/D/V