**Title of Position:**  Student Shuttle Bus Monitor

**Division/Department**: Residence Life

**Job Duties**

* The student will be responsible for meeting the bus and driver, collecting bus fee from passengers. This bus will travel from campus to the downtown corridor.
* The student reports to the Manager of Housing to report any incidents on the bus.
* At the end of each shift, the money will be dropped off at the Residence desk and noted as “On the Bus” for deposit.
* The student will work with Residence and SAC to decipher the best ways to advertise the On the Bus program to students.
* If the night is slow, it is the student’s discretion to end the service early.
* If the weather is really bad in the winter, the bus company will cancel the service.

**Qualifications**

* Qualifications include some previous experience handling cash and customer service, and although work is supervised, the students must be able to use independent judgment.
* Must be currently enrolled in a program of study and be attending scheduled class (INN and IS preferred)
* An overall average of 80% and/or a recommendation/endorsement from a faculty member
* Sound understanding of network technology and ability to troubleshoot effectively
* Sound judgement
* An interest in helping other students
* Demonstrated exceptional interpersonal and team skills

**Additional Information ie special equipment or travel**