



Position Description – Transportation Coordinator

Office of Sustainability

Start Date: July 1, 2014

End Date: June 2015

Compensation: \$12.00, 15 hours per week

Application Due: May 12, 2014

Job Summary:

- Coordinate transportation alternatives programming including BC RideMatch, bussing, and biking;
- Research and write about current trends impacting the commutes of Bellevue College community;
- Represent Sustainability at Bellevue College at events and in classrooms;
- Provide customer services to students, staff, and faculty interested in transportation programs;
- Create content for online publication: articles, videos and images for website, newsletter, posters, hand-outs;
- Coordinate partnerships with transportation organizations associated with Bellevue College;
- Attend weekly team meetings with staff members. Meet once per week with supervisor.

Minimum qualifications:

- At least 1 year of experience in project coordination (initiating, problem-solving, and completing a project);
- At least 1 year of experience using Microsoft Office products: Word, Excel, Outlook;
- Minimum 2.7 cumulative BC college-level GPA at the time of application for the previous consecutive quarters and maintain 2.7 GPA throughout employment term;
- Must be registered for a minimum of (6) BC Credits during Fall, Winter, and Spring quarters.

Preferred qualifications:

- Demonstrated interest in sustainability (environmental, social, economic) education or programs;
- Experience in customer service and problem-solving with a diverse audience;
- Attention to detail, especially for writing and editing material for broad audience;
- At least one year of experience launching, managing, and completing a project with limited instruction;
- At least one year of experience working with a team in a time-sensitive setting;

REQUIRED DOCUMENTS TO SUBMIT: To be considered for this position, applicants must meet the minimum qualifications and must submit a complete application packet which includes the following:

- Cover letter addressing how you meet the minimum qualifications (no more than 1 page).
- College transcripts (Copies and Unofficial Transcripts are acceptable)
- Resume

If invited to an interview, you will be asked to provide the following:

- 1 writing sample. Does not exceed 5 pages.
- At least 2 references, 1 professional and 1 academic.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

APPLICATIONS MUST BE SUBMITTED BY EMAIL OR PAPER

EMAIL TO: Patrick.Green@bellevuecollege.edu OR SUBMIT TO: Student Programs C212, Front Desk, Bellevue College, 3000 Landerholm Circle SE

APPLICATION DUE DATE: Application materials must be received in the Student Programs Front Desk by 5 p.m. on May 12, 2014 for consideration.

The successful candidate must provide proof of U.S. citizenship for eligibility for employment in the United States. We are an Equal Opportunity Employer in accordance with applicable federal and state laws and regulations. Read our [Equal Opportunity and Disability Accommodation](#) Statement.