Funding for 2014-2015 student employment is contingent upon submission of position descriptions. A position description must be submitted for every type of position hired within a department and the number of employees that hold that position must be identified.

**Department:** Student Development  
**Position Title:** Bike Share program coordinator  
**Number of positions filled annually:** 1  
**Account Number:** x-XXXXX-XXXXX  
**Start Date:** 8/25/13  
**End Date:** 5/15/14  
**Hours per week:** 5  
**Hourly Rate:** $7.85

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<thead>
<tr>
<th>Can Student be re-hired:</th>
<th>yes</th>
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<tr>
<td>If yes, by what process:</td>
<td>Student must re-apply through a standard application and performance review process.</td>
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**Student Supervision of others (if any):** no

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<tr>
<th>Position Supervisor:</th>
<th>Jon Duraj</th>
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<tr>
<td>Supervisor title:</td>
<td>Associate Dean</td>
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**Duties and Responsibilities of position:**

1. Manage the processes, advertisement, repair, and equipment of the Tiger Share program.  
2. Weekly equipment checks—maintenance, both preventative and repair of bicycles.  
3. Communication and ordering of equipment needs to keep program operating.  
4. Creation of advertising strategies for campus that contributes to growth of the program.  
5. Work collaboratively with Student Development Staff on check-in, check-out processes  
6. Collaborate with staff on program usage analysis.

**Qualifications needed for position:**

1. Knowledge and passion for cycling, bike share programs, and sustainable initiatives  
2. Experiences with registration processes and Microsoft Excel  
3. Experience with minor bicycle repairs (tire pressure and
| Describe the interview/application process: | Application is required and is posted during the summer. Upon receipt of an application an interview process will occur (via phone or in person). |
| Describe how job contributes to departmental functions or operations (please number): | 1. Tiger share is a grant funded bike rental program designed to promote sustainable transportation and wellness that relies on maintenance, promotion, and process management to run.  
2. The position assists with the promotion of sustainability initiatives as well as health and wellness promotion. |
| Describe how job contributes to university mission and student learning: | Wittenberg is dedicated to developing the wholeness of person and has strong ties to the local community. This position helps facilitate students understanding of the community they live in by providing a mechanism for students to explore and maneuver around the area. In addition, the program promotes an active and sustainable lifestyle that can contribute to students’ development. |