Driver/Dispatcher
Student Assistant I
SA-I - $10.20
12-20hrs/week

Must be enrolled in at least 6 credit hours (undergrads) or 3 credit hours (grad students) to apply
Work-study welcomed, but not required

Description
This position reports to all shift managers and directors.
Driver/Dispatchers take calls, coordinate rides, and drives CU Boulder students, staff, and faculty within the City of Boulder.

About CU NightRide
CU NightRide is a student-operated program dedicated to meeting the safety needs of CU students, faculty, and staff by providing night-time transportation to support a safe academic and socially responsible environment both on campus and in the community. CU NightRide is free for CU students, faculty, and staff.

Position Duties/Requirements/Responsibilities
1. Expected to provide equitable service to all CU NightRide Clients
2. Expected to provide a safe and timely service for our clients
3. Expected to work for the entire shift
4. Must be available to work at least two nights per week and two weekend nights per month
5. Must be available to attend all necessary trainings
6. Must attend all staff meetings

Required Skills
1. Confident behind the wheel
2. Capable of safely operating a vehicle
3. Friendly, courteous and non-judgmental, caring
4. Skilled at multitasking
5. Able to serve as dispatcher and as a driver

Preferred Skills
1. Patient
2. Good communicator
3. Quick learner
4. Wants to work
5. Wants to contribute to the NightRide mission, not just looking for another job
6. Team player
7. Responsible and dependable
8. Adequate knowledge of Boulder

Anticipated Student Learning and Development Outcomes:
The UMC is dedicated to supporting the learning and development of the whole student. Therefore, the UMC supports and provides multiple training opportunities as well as coaching or evaluation feedback for its student employees. The UMC also understands that student learning and development is a dynamic process and the student holds the responsibility for engaging in these opportunities.

- **Interpersonal and Intrapersonal Competence:** Communicate in writing and verbally clearly and effectively via reports, email, meetings, trainings, and facilitations with audience inclusive of students,
staff, and faculty; Develop and maintain positive and productive professional relationships with campus community

- **Practical Competence**: Interact and conduct one’s self in a professional environment; collaborate with others in a goal-orientated setting; complete all assigned tasks and responsibilities with timeliness

**To apply for this position, you must submit the following:**

- Application – available [http://www.colorado.edu/umc/jobs/student](http://www.colorado.edu/umc/jobs/student) or [http://www.colorado.edu/umc/cunightride](http://www.colorado.edu/umc/cunightride)
- Resume optional but encouraged
- Three (3) professional references, as listed on the application

**Job Posting Contact**
Carmen Vogt, Hiring Manager, [Carmen.Vogt@colorado.edu](mailto:Carmen.Vogt@colorado.edu) or [CUNightRide@colorado.edu](mailto:CUNightRide@colorado.edu)
Office phone: 303-492-3230, Applications can be turned in at the CU NightRide Office, UMC 308 or via email at [CUNightRide@colorado.edu](mailto:CUNightRide@colorado.edu).

**UMC Mission Statement**
The University Memorial Center (UMC) is CU’s student union and a living memorial honoring the service and sacrifice of Colorado veterans. As the heart of campus we support academic success by providing opportunities for student involvement, leadership development, and entertainment in a welcoming and inclusive environment. We value diversity, sustainability, engaging with the community, and quality facilities and services as an auxiliary department and in collaboration with CU Student Government and the Division of Student Affairs.

**Diversity in the UMC**
As the heart of campus, the UMC provides an atmosphere of inclusiveness that allows for free and open exchange of ideas, as well as the development of significant relationships and understanding between all cultures in the university and the community at large. The UMC creates and maintains an atmosphere where diversity is valued among us by maximizing the interaction of the diverse peoples in the University community. Through our experiences, programs, and events, the UMC values education and exposing the campus to new ideas. Acknowledging that there is always room for continual improvement, the UMC commits to ongoing training and education for our staff and students.

The UMC’s definition of diversity is all-inclusive, encompassing race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, or veteran status. It is a definition that includes the valuing of individual and group differences, respecting the perspectives of others, and communicating openly.

**Equal Opportunity Employer**
The University of Colorado is an Equal Opportunity Employer committed to building a diverse workforce. We encourage applications from women, racial and ethnic minorities, persons with disabilities and veterans.

**Background Checks**
The University of Colorado Boulder is committed to providing a safe and productive learning and living community. To achieve that goal, background checks may be conducted.
Dear CU NightRide Applicant,

Thank you for taking the time to apply for CU NightRide. Here are a few things that you should know before beginning your application.

1. Applications should be filled out and electronically sent to CUNightRide@colorado.edu or returned to the CU NightRide mailbox at the UMC Reception Desk (2ND Floor of UMC).
2. Please provide us with your Colorado.edu email address. We will not contact you on any other email address.
3. NightRide Requirements
   - CU NightRide is a student run organization. In order to be eligible to work for CU NightRide, you must be enrolled in a minimum of six credit hours for Undergraduates and three credit hours for Graduates.
   - We require that each employee be available to work at least two nights a week and two weekend nights a month.
   - Driving record in good standing is required.
   - Must possess a valid US Driver’s License.
   - A background check will be conducted for those who are hired.
   - Adequate knowledge of Boulder is preferred.
   - Completion of mandatory trainings as outlined in the UMC and NightRide Student Handbook (you are paid for all trainings)
     - Defensive Driving Training 4 hours
     - New UMC Employee Orientation (1.5 hours)
     - Discrimination and Sexual Harassment Training (online – approx. 30 min)
     - Clery Act Training (online – approx. 30 min)
     - 1 Diversity Training per school year (offered various times throughout the school year)
     - Additional Trainings as assigned by the NightRide Leadership Team.

Each employee should expect to work the entire shift (Sundown – 12:15AM/1:15AM).

*Exact opening times are available on our website and Facebook page.

Applications will be reviewed throughout the application period. Please frequently review your email to know the status of your application. I am looking forward to reading your application. In the meantime, if you have any questions or concerns, please feel free to contact me.
Sincerely,

Carmen Vogt
Hiring Manager: CU NightRide
University of Colorado Boulder
NightRide Office Phone – (303) 492-3230
www.colorado.edu/UMC/CUNightRide

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• Application – at the Reception desk of the UMC or electronically to CUNightRide@colorado.edu
• Resume optional but encouraged
• Three (3) professional references, as listed on the application

Job Posting Contact
(Primary) Carmen Vogt, Hiring Manager, Carmen.Vogt@colorado.edu
(Secondary) Austin Lujan, UMC Program Coordinator, Austin.Lujan@colorado.edu
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Background Checks
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Employment Application

Date: _______ / _______ / _______
(month) (day) (year)

Name: ______________________________________
(Last) (First) (MI)

CU Boulder E-mail: ____________________________________________

Local Address: _____________________________________________
Street Address (Apt #)

___________________________________________________________
City State Zip code

Telephone Number: (______)_____________________

Student Information:

School or College:_________________________ Major: __________________________

Hrs. Currently Enrolled: ________________ Class Ranking: (FR. SO. JR. SR. GRAD)

Applying To Work Term(s): FALL SPRING SUMMER

Expected Month and Year of Graduation: ___________________

How many hours per week would you like to work? _______ hr/wk

How did you hear about CU NightRide? ____________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Why do you wish to become a CU NightRide employee? _______________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
List 3 Professional References

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Previous Work Experience (most recent first)

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Criminal History and Driving Record

CU NightRide is a program CU Boulder. The University of Colorado Boulder is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background checks for all final applicants.

I acknowledge that all information submitted herein is factual to the best of my knowledge. I am aware that any false information I provide, including omissions, will be grounds for rejection of the application or termination of employment. Proof of valid drivers license is required for employment. All finalists for employment with CU NightRide will be subject to a Motor Vehicle History and Criminal Background check.

___________________________  Start: __________  ( ) -  
___________________________  End: __________

___________________________  Start: __________  ( ) -  
___________________________  End: __________

___________________________  Supervisor:
___________________________  ____________________
___________________________  ____________________
___________________________  ____________________
___________________________

Signature of Applicant  Date