

BGSU Bike Rental Program Student Coordinator/Mechanic

The BGSU Bike Rental Program is coordinated and operated by the Office of Campus Sustainability. The goals of the program are to make bicycle riding as an alternative and environmentally-friendly means of transportation available to students who would utilize a bicycle as a major/significant form of transportation both on and off-campus, thus decreasing the need for vehicle use and parking on campus. The Bike Rental Program leases a limited number of bicycles to current BGSU students on a semesterly and academic year basis. Students pay for this service, which includes both the use of the bike as well as regular bike maintenance and service, which is provided by the Student Coordinator/Mechanic, who also services as the main “front line” contact with the program’s customer base. Customers are permitted to use rented bicycles both on and off campus.

Duties and Responsibilities:

- Serve as primary contact for BGSU Bike Rental Program to current and potential customers;
- Maintain the rental bike fleet in good, safe, working order;
- Fix/repair rental bike fleet as necessary, which may include but is not limited to replacing/repairing inner tubes, tires, brakes, gear shifting, chains, and other bike parts and operations;
- Prepare new additions to bike fleet, which includes checking/assessing and repairing/adjusting as necessary, as well as review/selection of donated bicycles from University Police;
- Under direction of Campus Sustainability, create a plan for promoting, advertising, and marketing the program to increase the visibility and knowledge of it and its mission to the university community through the use of social and electronic media;
- Maintain program web page and social media outlets and prepare/submit regular updates for them as need be;
- Coordinate with Sustainability Manager/other interns to promote the program at special events such as Earth Month, Campus Fest, and possibly Summer Orientations;
- Maintain BGSU Bike Rental Program garage/headquarters/work space professionally and be responsible for all tools, materials and equipment;
- Arrange and conduct regular “open hours” at our Reed St. garage for customers to obtain repair services during the semester;
- Manage and maintain an electronic inventory system for all rental bikes in fleet;

Desired Qualifications:

- At least one year of experience in repair and maintenance of bicycles, preferably in a retail or educational setting. Additional experience is highly preferred.
- Can still apply without prior experience, must have willingness to learn and improve
- General computer skills
- Written/oral communication skills
- Interest in and passion for bicycles and bike riding
- Interest in/knowledge of environmental sustainability and issues
- Willingness to work flexible hours while enrolled in classes
- Knowledge in marketing, promotion, and social media

This is a paid internship. Approximately 15 hours per week. Position may begin mid-August and will run throughout the academic year. There is the high potential for summer employment as well. Ideally, interns for Fall Semester will start in May and work over the summer, ensuring that the BGSU Bike Rental fleet is ready for student renters in August. Must qualify as driver of university vehicles.

To apply, access Handshake, go to MyBGSU > Career Center > Handshake > search “BGSU Campus Sustainability”. Find the BGSU Bike Rental Student Coordinator posting if it is available. Students of any major can apply. Be sure to attach your resumé and cover letter with your Handshake application.

Questions may be directed to the Office of Campus Sustainability, at greenbg@bgsu.edu.