



Orange Bike Rental Program Student Coordinator/Mechanic

The Orange Bike Rental Program is the successor to BGSU's former community bikeshare program for students, ("Orange Bikes") and is coordinated and operated by the Office of Campus Sustainability (see <http://www.bgsu.edu/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 Orange 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 Orange 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;
- Coordinate with Sustainability Manager to promote the program at special events such as Earth Month, Campus Fest, and Preview Days;
- Maintain Orange Bike Rental Program garage/headquarters/work space professionally and be responsible for all tools, materials and equipment;
- Arrange and conduct regular "open hours" at garage for customers to obtain repair services;
- Maintain an electronic inventory system for all rental bikes in fleet;

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.
- Knowledge in marketing, promotion, and social media;
- 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

Approximately 15 hours per week. Must qualify as driver of university vehicles. This position starts with the Fall Semester, 2017, however, preference is for part-time employment beginning during both spring and summer semesters, 2017.

To apply, email resume and cover letter to campusopsstudemp@bgsu.edu before 5pm February 15th. For any questions, please contact Dr. Nick Hennessy, Sustainability Coordinator in the Office of Campus Sustainability, at greenbg@bgsu.edu.