Department: Disability Services
Supervisor: Mara Winchell

Job Title: Student Assistant – Cart Driver
Hours to be Worked: 0-20 hrs per week

Pay Level: I
Hourly Pay Rate: $15.50/ hour

Job Summary (purpose of nature of work):
With direction and supervision by Disability Services, the Student Assistant Cart Driver will provide service and drive one of the golf cart in the morning and afternoon for students with mobility issues.

Job Duties:
- This position is responsible for transporting students over specified distant points according to a set time schedule.
- Duties involve the ability to operate the assigned vehicle in a safe, reliable, and professional manner while being courteous, patient, and helpful to all passengers.
- Ability to work a variable schedule to accommodate day, evening, weekend, & holiday events and/or activities.
- Drive cart for Disability Services on as-needed basis.
- Performs other related duties as may be assigned.

Required (or Preferred) Skills, Knowledge, and Abilities:
- Customer service experience preferred.
- Reliability in regularly working scheduled hours and ability to complete self-directed work under general supervision are paramount to this position.
- Complete(d) Defensive Driver’s training to operate cart on campus.
- Current and valid Driver’s license. Attestation to be signed upon hire.

Background Check: Satisfactory completion of a background check (DMV records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Title IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: https://www2.calstate.edu/titleix

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