## Wittenberg University Student Employee Position Description Form

<table>
<thead>
<tr>
<th>Department:</th>
<th>Upward Bound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Driver</td>
</tr>
<tr>
<td>Start Date:</td>
<td>September 2016</td>
</tr>
<tr>
<td>End Date:</td>
<td>April 2017</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>3-10</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$8.10</td>
</tr>
<tr>
<td>Position Supervisor:</td>
<td>Eddie L. Chambers</td>
</tr>
<tr>
<td>Supervisor title:</td>
<td>Director, Upward Bound Program</td>
</tr>
</tbody>
</table>

To apply/inquire: Email Mr. Chambers: echambers@wittenberg.edu.

### Duties and Responsibilities of position:
1. Drive a University car or van to pick up program participants for tutoring and/or other activities
2. Register with Motor Pool and be eligible to drive a university vehicle
3. Attend a mandatory orientation session

### Qualifications needed for position:
1. Have a valid driver’s license
2. Must have a clean driver’s license (no more than 1 violation permitted)
3. Must have a high school or college grade point average of at least 2.5
4. Have an acceptable driving record to be covered by university insurance and approved by Motor Pool
5. References may be required
6. Evening hours are required