



**Title**

Driver / Dispatcher

**Area**

CU NightRide

**SA Level**

Student Assistant I

**Pay Rate**

\$11.10 / Hour

**Schedule**

15 - 20 Hours / Week (Including scheduled shifts)

Must be enrolled for 6 credit hours for undergraduate students, 3 credit hours for graduate students

**Work Study**

Welcomed, but not required

**Application Deadline**

Ongoing

**Description of work area**

CU NightRide is a student-operated program dedicated to meeting the safety needs of CU students, faculty and staff by providing night-time transportation. The program's goal is to support a safe academic and socially responsible environment both on campus and in the Boulder community. CU NightRide services all areas within Boulder's city limits and is free for CU students, faculty and staff.

**Position Description**

This position reports to all shift managers and directors.

Driver/Dispatchers take calls, coordinate rides and drive CU Boulder students, staff and faculty within the City of Boulder.

**Position Duties and Responsibilities\***

- Expected to provide equitable service to all CU NightRide clients
- Expected to provide a safe and timely service for our clients
- Expected to work for the entire shift
- Must be available to work at least two nights per week and two weekend nights per month
- Must be available to attend and complete all necessary trainings
- Must attend all staff meetings

**Required skills**

- Professional and timely communication
- Exemplary work as a driver/dispatcher
- Responsible and dependable
- Dedication to CU NightRide and serving the CU community

**Preferred skills**

- Excellent organizational skills

- Self-accountable
- Great interpersonal skills
- Time management skills

### **Learning Outcomes:**

The UMC is dedicated to supporting the learning and development of the whole student. We strive to provide training opportunities as well as coaching and evaluation feedback for all of our 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. While at the UMC, you can expect to gain experience in the following areas:

- **Communication and Interpersonal skills:** practice active listening and receiving feedback, engage in empowered conversations with supervisors and colleagues, create clear and effective communications in person and in writing, and learn to positively represent the UMC and our mission.
- **Problem solving:** proactively address issues in your work area and develop critical thinking abilities, conflict and crisis skill management, seek support from your team, develop confidence and autonomy in your role and follow through on projects.
- **Professionalism and leadership:** Exhibit responsible decision-making and personal accountability. Dressing appropriately for your role, exercising leadership in job responsibilities, practice with professional development, following UMC professional guidelines for timekeeping, work hours and working with the public, practice with time keeping software.
- **Creating a safe and inclusive environment:** learning to encourage and promote a welcoming environment in the UMC, attending Diversity trainings, contributing to creating inclusive spaces and supporting the Student Affairs Division inclusion statement.

### **Job-specific learning outcomes**

- **Customer service:** Learn how to interact and provide excellent customer service to users of the program. Able to navigate difficult conversations and successfully remediate.
- **Professional growth:** Gain relevant working experience collaborating professionally with NightRide Leadership and work with other general staff members to meet expectations of program and the UMC.
- **Decision-making ability:** Practice the ability to use personal judgement in response to a variety of situations, gain experience in being held accountable for decisions that you make.

### **Required trainings for position**

- New Rider Training
- CU: Defensive Driving
- CU: Discrimination and Sexual Misconduct
- CU: Campus Security Authority
- Diversity Training
- New Student Employee Orientation (NSEO)
- ADA Vehicle Management

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

Application can be found after the job description, please send all job applications to Sommer Mullen ([somu3646@colorado.edu](mailto:somu3646@colorado.edu)) or drop off a physical application at the UMC Reception Desk.

**Job Posting Contact**

Sommer Mullen (Manager of Employee Development) – [somu3646@colorado.edu](mailto:somu3646@colorado.edu)

**UMC Mission Statement**

As the heart of campus, the UMC supports students' academic success by providing opportunities for student involvement, leadership development, and entertainment in a welcoming and inclusive environment.

**UMC Values**

The following core values guide the decision-making and planning of the UMC:

- Diversity and inclusivity
- Engagement with the CU Boulder community
- Honoring veterans
- Quality facilities, programs, and services
- Student development
- Sustainability

**Student Affairs Inclusion Statement**

The Division of Student Affairs values the diverse backgrounds, histories, identities and life experiences of every member of our community. We strive toward inclusive excellence in making our policies, processes and actions socially just and equitable. We celebrate and embrace differences. We are committed to welcoming and including diverse groups and perspectives in building a climate in which all members can thrive in an environment where they feel at home, welcome and safe.

**The UMC is an Equal Opportunity Employer**

The UMC does not discriminate in any condition of employment on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status.

**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.

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

**Name:** \_\_\_\_\_  
Last First MI

**CU Boulder Email:** \_\_\_\_\_

**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 three professional references**

Name (Last, First)	Address	Phone Number
		(    )    -
		(    )    -
		(    )    -

**Previous Work Experience (most recent first)**

Name of Company/ Position/Responsibilities	Start and End date	Phone number / Contact
<hr/> <hr/> <hr/> <hr/>	Start: _____ End: _____	(    )    -  Supervisor: _____
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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 driver's license is required for employment. All finalists for employment with CU NightRide will be subject to a Motor Vehicle History and Criminal Background check.

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Signature of Applicant

Date