



ASOC Bike Share Service Manager *ASOC*

Fall 2024 & Spring 2025

Duties/Responsibilities: The ASOC Bike Share Manager is responsible for overseeing the Bike Share team and its operations, including daily shifts, and Bike Share student engagement events. This job involves frequent communication with Bike Share team members, SLICE Office, Facilities, the student body, parents, and other departments at Occidental College. The manager position is also required to work alongside ASOC Finance Management to upkeep the budget as allocated by ASOC. Specific responsibilities include:

- Assist in recruiting, interviewing, hiring, and training new Bike Share team members.
- Scheduling shifts of Bike Share team members
- Serve as the point of contact between Pro Staff and Student Organizations
- Oversee and submit monthly inventory report to ASOC Finance Management
- Responsible for scheduling weekly - monthly meetings with SLICE ProStaff
- Coordinate club events with support of SLICE ProStaff

Qualifications:

- Prior experience of one year or more riding a bike
- Knowledge of bike maintenance or mechanical upkeep is preferred, but not required.
- Strong communication, organizational, and leadership skills.

Start date: August 27, 2024

End date: May 9, 2025

Work Schedule: Monday - Friday (To be determined)

Hours Per Week: up to 10

Starting pay rate: \$17.28 per hour (Effective 07/01/2024)

Work Award: No

To apply, please submit a student employment [application](mailto:tmorales@oxy.edu) to tmorales@oxy.edu.

