Transportation Coordinator – MSU Office of Sustainability

Position Description:
The Transportation Coordinator for the MSU Office of Sustainability will work to develop and implement strategies to increase the use and improve the user experience of multi-modal commuting options including, but not limited to, bicycles, public transportation, and walking in and around MSU. The Transportation Coordinator will be expected to familiarize themselves with the transportation plans put forth in the MSU Transportation Master Plan and MSU Bicycle Master Plan, as well as other objectives set by the university and Office of Sustainability. The Transportation Coordinator will also be expected to plan several events throughout the school year and to work with existing groups to help coordinate efforts on campus. This position will be the liaison between the office and campus and community organizations and committees working on transportation related issue (e.g. MSU Transportation Demand Management Group, Bozeman Area Bicycle Advisory Board, Stoked on Spokes, etc.).

About the Office:
The MSU Office of Sustainability works to develop, coordinate, and promote campus sustainability goals, projects, and practices. Our office fosters a culture of stewardship and sustainability for the MSU community and supports MSU in achieving its goals set forth in the Strategic Plan and our commitment to the ACUPCC.

Position Classification and Salary:
Both work study and non-work study applications accepted. Starting salary is $10/hr. Incremental raises are given depending on longevity of position held.

Terms of Position:
The position runs through the 2019 school year, with the possibility of continuing if still a student. Applicants must be able to commit to the full period to be considered. The position may extend through all or part of summer depending on need but is not required. Working during breaks is not required but may be preferred. An average of 15-20 hours per week is expected, depending on office need. Work scheduling is flexible around academic needs.

Employment Requirements:
- MSU Student; 6 credits or more undergraduate
- Maintain a minimum of a 2.00 cumulative GPA.

Required and Preferred Qualifications and Experience:
- Knowledge of multi-modal sustainable transportation options.
- Strong writing, editing, and public speaking skills.
- Ability to work well with the Office of Sustainability team.
- Familiarity of our goals, current projects and partners.
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.
- Interest and passion for sustainability efforts at MSU and within the Bozeman community.
- Ability to work under broad goals with minimal supervision and to manage multiple tasks at once.
- Ability to adapt and implement creative solutions.

Submitting an Application
Please send a cover letter and resume to sustainability@montana.edu