About the Position
The AS Alternative Transportation Coordinator (ATC) supports and encourages student use of the services provided by the Alternative Transportation Fee, as well as all forms of alternative transportation. The ATC is a liaison position, supporting student transportation needs, and may work with the AS, WWU departments and outside agencies. This position may also work on special projects to enhance or increase alternative transportation resources for students.

About the Program:
The Student Transportation Program coordinates the student WTA bus pass, Late Night Shuttle service and provides education and trip planning assistance to students. This position also works with the AS Environmental & Sustainability Programs who offer education and resources necessary to promote environmentalism and provides opportunities for students to become actively involved. The Student Transportation Program is funded by students, through the Student Transportation fee and governed by the AS Alternative Transportation Fee Committee.

About the Office
The Student Transportation Program is located and organized within Western’s Office of Sustainability. The Office of Sustainability is Western’s hub for campus sustainability. Sustainability not only refers to protecting local and global ecosystems, but also improves social equity, creates economic vitality, and maintains human health. The "OS" is dedicated to helping WWU achieve its strategic goal of campus sustainability by integrating sustainability into operations, academics, research, and outreach through its programs and initiatives.

Position Classification and Salary
Classification: Program Support Staff 2
Salary: $13.36 per hour
This position reports to the Student Transportation Program Support Supervisor

Terms of Position:
• This position has the option to start immediately, includes summer employment, and ends the Friday of finals week spring quarter 2020.
• Hours average 15-19 per week. Work schedule is flexible around academic needs.
• The position holder is not expected to work during intersession periods.
• Position holder will participate in paid training requirements with the Associated Students and/or the Office of Sustainability.

Employment Requirements
• Must be an enrolled Western Student
• Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
• Maintain a minimum of a 2.00 cumulative grade point average.
• Must be able to complete the entire term of the position

Required Qualifications
• Organizational and time management skills
• Ability to work independently and responsibly
• Ability to problem solve, and meet deadlines
• Demonstrated effective verbal and written communication skills
Preferred Qualifications

- Ability to work effectively and collaboratively with multiple people and organizations, on Western’s campus and in the Bellingham community.
- Experience presenting information in an educational manner to students and student groups.
- Experience researching and developing content for presentation materials and reports.
- Familiarity with local and regional transportation options, including the student Late Night Shuttle.

Position Responsibilities

Educate the campus community about the Transportation Fee, and alternative transportation options:

- Work with Sustainability Reps and residence hall staff to present programs that help students learn how to use the sustainable transportation options available on campus and throughout Bellingham and Whatcom County.
- May assist with advertising, education and outreach associated with a student vote on the continuation of the Fee, or a Fee increase if needed to support the program budget. [http://www.wwu.edu/transportation/StudentTransportationFee.shtml](http://www.wwu.edu/transportation/StudentTransportationFee.shtml)
- May occasionally assist students with local and regional trip planning.

Promote the Services provided by the Alternative Transportation Fee:

- Staff a table for Summerstart, Transitions, the Red Square Info Fair and other events throughout the academic year.
- Assist staff in creating transportation marketing materials
- May work with WWU administration, Western Card office, WTA and AS Board of Directors to improve the bus pass process, or Late Night shuttle operation.

Community Participation and Meetings:

- This position may develop and maintain working relationships with community groups and outside agencies to advocate for students’ transportation interests.
- Attend meetings:
  - This position is a voting member of the AS Alternative Transportation Fee Committee and the Parking and Transportation Advisory Committee (PTAC).
  - Attends Campus Community Coalition and Hospitality Resource Alliance meetings.
  - May attend meetings of the Citizen’s Transportation Advisory Group (CTAG)
  - Acts as liaison or coordinates projects and events with AS groups and/or AS officers.
  - Participates in WTA public hearings to support student interests.

Other:

- May assist with surveys
- May initiate and work on special projects
- This position should be knowledgeable of, and able to ride the Late Night Shuttle periodically.

wwu.edu/transportation, transportation@wwu.edu, 360-650-7960