

**ILISAGVIK COLLEGE**  
**-EXTERNAL JOB ANNOUNCEMENT -**  
**Posting Date: September 12, 2016**  
**Closing Date: Until Filled**

**POSITION:** Transportation Specialist  
**LOCATION:** Barrow, Alaska  
**REPORTS TO:** Student Life Coordinator  
**WORK SCHEDULE:** Hours may vary. Including possible evening and weekend work.  
**COMPENSATION:** \$22.17 DOE Temporary Non-Exempt Position

**JOB DESCRIPTION:** Provides scheduled transportation runs in a College-provided vehicle for Ilisagvik College students; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Provides light duty maintenance tasks, as needed, keeps gas tanks filled, tires aired, oil checked, and windows cleaned; Maintains vehicle Gas Log. Checks out and returns gas chip key with receipts the same day; Stores van materials in and docks vehicle at the end of shift at the designated location; Reports anomalies in running condition of vehicles; Schedules repairs with fleet manager as needed; Develops and submits van schedule based on classes offered each semester, and College related transportation needs, including airport runs to Dean; Maintains daily log of van mileage and number of passengers; Verifies passes for every rider; Assures all students and staff abide by transportation rules and expectations; Reports incidents involving riders to Dean of Students; Completes incident reports/accident reports and submits to Dean within 24 hours; Develops biweekly schedule of drivers and submits schedule to Dean; Provides monthly report of clients served that is due to Dean one week prior to Cabinet Meeting each month; Ability to work nights and weekends; and provide other duties as needed.

**REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING):** High school diploma or equivalent; Ability to provide clean, current DMV record; Receive Compressed Natural Gas training prior to driving CNG van; Good oral and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment; Ability to pass a pre-employment background check and drug screen; Ability to pass random drug screens; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; Demonstrated ability to maintain confidentiality; and valid driver's license.

**PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING):** C.D.L. license preferred; Demonstrated work experience working in student settings; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:** The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

**SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:**  
**ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723**

**ATTN: Human Resources Fax: [907] 852-3936**

[Application may be downloaded via <http://www.ilisagvik.edu> or contact [jobs@ilisagvik.edu](mailto:jobs@ilisagvik.edu)]  
-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-