Hellenic College Holy Cross
Greek Orthodox School of Theology

50 Goddard Avenue, Brookline, MA02445 ~ (617) 731-3500 ~ fax (617) 850-1460 ~ www.hchc.edu

JOB POSTING:

Student Van Driver

Office of Student Life

The Office of Student Life (OSL) serves the HCHC community in many capacities and supports student initiatives for improving community life. The Dean of Students oversees all student organizations and activities, including the Student Government Association (SGA), Campus Activities Board (CAB), New Student Orientation, the Synaxis (gathering of the student body) community events, guest speakers, retreats, and diakonia (community service) assignments. OSL ministers to the special needs of individual students and their families.

Position Summary

OSL is seeking qualified drivers for the part-time position, Student Van Driver. This position provides transportation for students, faculty, and staff on official HCHC business using the insured school vans. The Student Van Driver reports to the Van Pool Coordinator. Workable hours must be 5 - 25 hours per week (dependent on academic schedule).

Compensation

- $14.25/ hour

Responsibilities and Duties:

- Maintains a professional, helpful, and welcoming demeanor while, serving faculty, staff, students, and visitors to HCHC.
- Drives staff, faculty, and students to and from official HCHC appointments, classes, or approved travel.
- Informs Vanpool coordinator and/or maintenance staff of any needed repairs to School vans.
- Communicates when the vans are in need of fuel.
- Responds within 24 hours to the VanPool Coordinator's requests for assistance.

Qualifications:

- HCHC student
- has a drivers license issued by U.S. state or territory (no specific age)
- A clean driving record
- Demonstrate full understanding of Hellenic College Holy Cross mission and vision
- Able to lift up to 25 lbs. and walk across campus
- Comfort driving a 15-passenger van in a large metropolitan area
- Regularly contactable (email, SMS, phone, etc. to be determined with VanPool coordinator)

Provided Training:

- Operational procedures for a 15-passenger van
- Operational procedures for driving safely in a large metropolitan area
- Proper campus protocols and procedures for administration

Application Process: All applicants must submit the following to the Office of Student Life:

1. a photocopy of their driver's license (front and back)
2. a copy of their driving record from the state that issued their driver's license

Interested candidates should reach out to osl@hchc.edu with any questions or concerns. An in-person interview will be conducted with Student Life Office Staff.

Hellenic College Holy Cross is an Equal Opportunity Employer.
A diverse workforce and inclusive culture are valued.