RamRide Nightly Operations Coordinator Job Description | 2020-2021

Job Title: Nightly Operations Coordinator
Pay Rate: $12.36/hour
Openings: 3-4
Weekly Hours:
- 1 Thursday, Friday, or Saturday night (7:00pm-4:00am)
- 3 set office hours per week (W-F, normal business hours)
- Thursday and Friday from 4:00-5:00pm
- Some Sundays from 12:00-2:00pm
- Occasional Thursdays from 3:00-7:00pm and Fridays from 1:00-5:00pm
- Must be available for Fall 2020 Staff Training on August 19-21, 2020 from 8am – 5pm
Hours/Week: 15
Begin Date: Position starts August 19, 2020.
Accountable to: RamRide Graduate Assistant and Program Coordinator of Off Campus Life
Application Submission Date: Rolling deadline

Nightly Operations Position Description:
The Nightly Operations Coordinator (NOC) is responsible for co-leading one nightly operation each week (Thursday, Friday, or Saturday) in accordance with all RamRide policies and procedures, three weekends a month, in addition to holding a minimum of three (3) office hours per week. NOCs are also required to work some Thursday and Friday afternoons to help with RamRide FoodOps or vehicle pick up. During nightly operations, the NOC and Daily Operations Coordinator (DOC) on duty will co-lead ambassador training, assist in checking in all student ambassadors, vehicle assignments, and other nightly operation duties. In addition, the NOC will be responsible for responding to emergency situations such as wellness checks and vehicle accidents.

Position-Specific Job Duties
- Work nightly operations one night per week (Thursday, Friday, or Saturday), three weekends per month and a minimum of three (3) office hours per week
- Work food operations one day per week (Thursday or Friday)
- Report to the scenes of any accidents or incidents, and ensure all accident/incident reports submitted are accurately completed and detailed
- Train ambassadors on RamRide’s policies and procedures during RamRide nightly operations using provided training presentation, to be evaluated 1-2 times per semester
- Track RamRide ambassadors’ vehicle locations to ensure all volunteers are upholding RamRide procedures.
- Distribute keys, bags, phones and information to ambassadors
- Assist in transporting cars to and from Motorpool every Thursday and Friday, 4:00pm-5:00pm, RamRide is in operations
- Pick up food donations
- Know the correct process followed for the submission of the Nightly Operations Summary, and any accident or incident reports, and assist DOC in submitting all reports correctly
- Be a positive representative of RamRide by following all policies and procedures, and maintaining a professional image while on duty
- The NOC will meet with the Graduate Assistant of RamRide (GARR) bi-weekly to receive feedback on performance during nightly operations and project progress
- The NOC will communicate with the GARR regarding all efforts relating to RamRide prior to taking any action
- Other duties as assigned by the GARR

All Student Staff Responsibilities:
RamRide and Colorado State University are equal opportunity employers. Positions, if offered, are pending the results of a background check.
• Assist students who visit the RamRide office to ask questions about serving as a RamRide ambassador, sign contracts, submit documentation, etc.
• Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department
• Communicate with GARR regarding all ideas or projects prior to taking any action
• Write an end-of-year Program Report that encompasses all work completed during your time in your position including, but not limited to, program planning and post-event reports, important documents, emails, etc.
• Present a professional image of RamRide to CSU students, faculty, and staff, and Fort Collins community members
• Be a responsible steward of the RamRide Program student fee
• Follow all Colorado State University policies, including, but not limited to, the Student Code of Conduct

Minimum Qualifications:
• Be accepted for enrollment as a regular degree-seeking student at Colorado State University, carrying at least one credit per term during the academic year
• Currently have a cumulative GPA of no less than 2.5
• Be in good academic and disciplinary standing according to Colorado State University standards
• Must be able to commit to the position for at least one year
• Have a valid driver’s license, automobile insurance, and your own reliable form of motor vehicle transportation
• Ability to execute and follow safety procedures
• Ability to effectively work late night/early morning hours
• Demonstrate the ability to work effectively both individually and on a team
• Effective oral and written communication and interpersonal skills
• Ability to accept and provide constructive feedback

Preferred Qualifications:
• A cumulative GPA of 3.0
• Experience speaking in front of large groups of people
• Experience handling sensitive and/or confidential information
• Past experience volunteering with RamRide
• Ability to work in a fast-paced, and at times, chaotic environment
• Ability to take an initiative in completing tasks
• Excellent customer service skills

How to Apply:
Please submit the following information to Bri Colon, Bri.Colon@colostate.edu. Questions, please call Bri at (970) 491-2248. Work study and non-work study are welcome to apply.
Colorado State University may conduct background checks on all final candidates.

1. Current resume
2. Three (3) professional references (including email addresses and phone numbers)
3. Letter or email stating your interest and specific qualifications for the position
4. Fall 2020 class schedule (if obtained)
5. List of co-curricular commitments, anticipated internships, study abroad intentions, etc.

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https://ocl.colostate.edu/about/employment/

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