

**University of New Hampshire  
Transportation Services Coordinator**

In charge of the Wildcat Transit bus training program. Duties include, but are not limited to: supervising two 75% time trainers and student trainers, class room and on-the-road training for Office orientation, Access van training, CDL training for licensing, transit routes, driver evaluations, and teaching the National Safety Council's Defensive Driving Course. Maintain training records and keep training manuals up to date. Maintain statistical data for travel logs, passenger counts, mileage, etc. Provide input for route changes and altering of time schedules. Participate, as necessary, on the campus safety committees. Work flexible hours and/or shifts (nights and weekends required) for completing training. Assist with putting up bus stop signs. Assist with collision investigations as needed, other duties as assigned. This position is required to sign an overtime waiver. This position is subject to Drug & Alcohol testing per FTA regulations. This position is also subject to a background check. Applicants must provide a copy of their Motor Vehicle record at the interview.

**Qualifications:** Associate's degree and two years of related experience in public safety or transportation services, or high school graduation and four years of experience. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy lifting. No criminal record other than minor traffic violations. 3 - 5 years of Commercial Drivers License Training experience preferred. Supervisory experience - especially working with college age students. Must possess a CDL-B license with Passenger & air brake endorsements. Must be at least 25 years old.

**How to Apply: A full position announcement and instructions on how to submit an application can be found on-line at <https://www.unhjobs.com>**

Cover letter and resume may be electronically attached with application. Computer access/assistance is available at the Human Resources Office, 2 Leavitt Lane, Durham, NH 03824 or call 603-862-0501 (TTY Users 603-862-3227).

***UNH is an AA/EEO Employer. UNH is committed to excellence through the diversity of its faculty and staff and encourages women and minorities to apply.***