Position:	Transportation Assistant
Reports to:	Programs Specialist
Number of Positions:	1
Location:	California State University, Fresno - Fresno, CA
Employment Dates:	June 20 to July 22, 2024
Rate of Pay:	$16.50/hour
Schedule:	Up to 40 hrs/week; evenings, weekends and holidays required

Position Summary

Under the direct supervision of the Director of Summer Arts and the lead of the Programs Specialist, the Transportation Assistant will organize and meet the travel needs of our Guest Artists to and from the airport, bus station and train stations and the campus or hotel. Typical duties include but are not limited to generating letters/emails for each artist detailing their travel arrangements, maintaining a daily travel log, assisting artists with check-in/out of the hotel/dorm rooms, maintaining a friendly and professional environment, and other duties as assigned by the supervisor. The Transportation Assistant will have regular interactions with Summer Arts staff, faculty course coordinators, guest artists, campus personnel, members of the community, and Summer Arts students. The time base for this position is hourly intermittent, full-time. The daily work schedules will be available tentatively two weeks in advance. The number of hours worked per day will vary for each day of the week, including weekends.

Qualifications and Requirements
- Must be 20 years of age or older as of June 20, 2024.
- Must have a valid driver's license with good driving record.
- Must take the CSU Defensive Driving course.
- Excellent verbal communication and organizational skills.
- Must maintain a clean, orderly work environment.
- Must present a professional calm demeanor.
- Work well in stressful situations.
- Must uphold confidentiality rules.
- Must be adaptable, dependable, and work well with others.

Application Instructions
- Apply online with a cover letter and resume in PDF format by clicking here.
- Application deadline: Applications will be reviewed on a rolling basis and position may close at any time.