Program Area: Adventure Leadership Institute
Position: Bike Mechanic

Mission Statement
We create engaging environments for student growth and success. We inspire healthy living by providing quality recreational and educational opportunities for the Oregon State University community.

Employee Expectations
• Know Your Stuff: Learn, model, promote and consistently enforce policies for the Department of Recreational Sports.
• Communicate Like a Pro: Professionally and proactively communicate with your teammates, supervisors and administrative staff.
• Stay Sharp: Maintain required certifications and attend orientation sessions, staff meetings and Director’s Retreat as directed.
• Seek Solutions: Provide quality customer service to all patrons and search for a “path to yes” when possible and aligned with mission.
• Deliver a Positive Experience: Maintain and promote a safe and fun environment for all participants and staff.
• Engage & Grow: Participate in the On-Ramp career readiness program while developing transferable skills with a “growth mindset”

Definition and Purpose: Bike Mechanics report to the ALI Operations Coordinator. The Bike Mechanic is responsible for operating the bike shop. Mechanics are responsible for monitoring the bike shop, tools and equipment at the Department of Recreational Sports and provides support and resources for bicycle services. This is a demanding, high-volume position with an emphasis on customer service, satisfaction and positive relations. The Bike Mechanic provides support functions including tool/supply maintenance and inventory, provide repair/maintenance support to participants and customers, and be a clearinghouse for bicycle trail/destination resources.

Position Details, Duties and Responsibilities
• Assist program participants and facility users regularly, on the phone and in person, with all aspects of the ALI Bike Shop. Make referrals to appropriate areas as necessary. Be knowledgeable of all Recreational Sports and University programs relating to bikes and transportation.
• Responsible for cash functions including rentals, point-of-sale and cash accountability.
• Provide positive public relations, customer service, and learning opportunities for patrons of the ALI Bike Shop.
• Develop teaching skills and provide bike maintenance education to students, staff, and community members.
• Work Department special events. Assist the Department with special projects including reports, phone calls and other assigned duties.
• Execute all emergency procedures and provide First Aid and CPR assistance.
• Provide resource information for repairs and bike service.
• Perform maintenance to rental bikes, shop equipment.
• Assist the ALI Operations Specialists at the ALI Operations Desk when needed.

Minimum Requirements
• Must be a currently enrolled OSU student and/or an enrolled student in OSU’s Degree Partnership Program
• Must meet OSU student employment eligibility requirements including being degree-seeking and maintain minimum credit amounts
• First Aid, CPR/AED for the Healthcare Provider and DRS Bloodborne Pathogens certifications will be required before employment begins.
• Moderate knowledge of bikes, bike maintenance, and biking resources.

Preferred Work and Extracurricular Experience
• Adventure Leadership Institute – Level I Certificate (Preferred)
• Advanced knowledge of bikes, bike maintenance, and biking resources.
• Previous customer service experience.
• Previous cash handling experience.
• Awareness of safety concerns and risk management.
• Awareness and appreciation of individual uniqueness and diversity.
• Excellent oral and written communication skills.

Disability Accommodations: 541-737-7235
Recreational Sports | recsports.oregonstate.edu
**Period of Employment:** One academic year (continuing employment is contingent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by immediate supervisor). 5-20 hours per week. Early morning, late night and weekend hours required.

**Compensation:** Student employees are paid a wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay based upon job duties, level of responsibility and complexity of work to be performed.

The Department of Recreational Sports at Oregon State University commits to achieve excellence through cultural diversity and actively encourage applications from all genders, persons of color, and individuals from underrepresented groups. Interview questions will be developed based on the information in this position description. All job offers are contingent upon Human Resources final approval.