

***Job ID:** 90032

***Job Title:** **Office of Public Service Shuttle Driver**

Job Reference Num:

Organization Name: [LAW SCHOOL](#)

No of Openings: 1

Work Schedule: Select Mondays (9/19, 10/3, 10/17, 11/7, 11/21, 12/5, 12/19), 3:00 to 6:30 p.m.

Hours per Week: 3 hours on select dates

Hourly Wage: \$10.00 (undergraduate student)

Employment Start Date: Friday, September 16

Employment End Date: Fall semester 2022, can be extended

Supervisor: Katie Mertz; Angela Schultz

***Job Description:** This position entails safely shuttling Marquette law students by university van to/from pro bono legal clinics. Driving happens select Mondays (9/19, 10/3, 10/17, 11/7, 11/21, 12/5, 12/19) from 3:00 – 6:30 p.m. Candidates must be available for ALL dates.

Drivers must obey all traffic regulations, not engage in any unsafe driving practices, and always put the safety of their passengers first. Drivers are responsible to report all safety and maintenance issues regarding the assigned Marquette vehicle. Between driving duties, assist in the clinic as needed. This may include data entry, filing, and other basic office work, as well as occasional interaction with clients. The driver will have the ability to observe and participate in client meetings, work with attorneys, and see real world legal issues in play while at clinics. Pre-law or law school candidates are encouraged to apply.

Qualifications: Candidate(s) must successfully complete Public Safety's online driver tutorial and Community Service's driving test before assuming duties. Driver's must have a good driving record and be safety conscious. A successful candidate will be reliable, professional, and pleasant, and team oriented. Candidates must be able to work independently and have strong communication and organization skills. Ability and willingness to keep client information strictly confidential. Ideally candidates will be available for more than one weekly driving shift.

Application Send an email with a statement of interest, your class schedule, and a resume to

Instructions: kathryn.mertz@marquette.edu Please address the following:

Have you been employed as a student employee at Marquette before?

Have you trained and driven the university service vans?

Do you have a clean driving record?

Location information:

Select Mondays: Veterans Service Office (VSO) is located at 6401 N. Greenfield Avenue