ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

JOB DESCRIPTION

POSITION: Residential Life Weekend Transportation Driver

REPORTS TO: Dean of Students

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: To be responsible for providing transportation to residents.

RESPONSIBILITIES AND PERFORMANCE STANDARD:

Duties include, but are not limited to:

- Provides transportation to residents for physician appointments, academic commitments, field trips, student activities, and shipping trips for basic needs.
- Provides transportation to research and collaborative programs in Little Rock two afternoons a week.
- Performs other duties as assigned.

POSITION QUALIFICATIONS:

- High school diploma or equivalent.
- A valid Arkansas driver's license with a clean driving record
- Strong interpersonal skills to communicate and relate to students, parents, and school officials in a positive and professional manner.
- Possess organization and time management skills
- Practice dependability and punctuality.