



**Students of Western Washington University Associated  
Outdoor Center  
Bicycle Technician**

**About the Position:**

The Bicycle Staff assists Outdoor Center users with bicycle maintenance, and retail transactions.

**About the Department:**

The purpose of the Outdoor Center (OC) is to enhance opportunities for members of Western's community to involve themselves in outdoor recreation activities. The OC provides a spectrum of programs, resources and services to enable the students, faculty, staff and Alumni Association members to safely participate in a variety of activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the community.

**Terms of Position:**

This is a three or four quarter position. This position starts the Monday before the start of classes Fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 10 to 15 hours per week and no more than 60 hours per month. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break. Schedules are dependent on employee availability and shop needs.

**AS Employment Qualifications**

- Must maintain a minimum of ten 6 credits for undergraduate students and eight 4 credits for graduate students.
- Must maintain a minimum 2.00 cumulative grade point average (GPA).
- Knowledge and/or experience in use, repair and maintenance of bicycles and related bicycle equipment.

**Preferred Qualifications**

- Demonstrated experience in handling money.
- Demonstrated customer service experience.

**AS Employment Responsibilities**

- Maintain the culture and integrity of the Associated Students organization by:
  - o Adhering to all AS Policies and By-laws.
  - o Upholding all AS responsibilities outlined in the AS Employment Policy,
  - o Attending all AS staff development events.
  - o Serving on search committees as suggested by the AS Personnel Director.
- Ensure the continuity of this position by:

- o Working with supervisor and Personnel Director to revise and update position job description.
- o Working with the current position holder to complete a minimum of 15 hours of unpaid internship.
- o Completing a minimum of 15 hours of internship with the incoming position holder during spring quarter.

**Outdoor Center Responsibilities**

- Uphold the OC mission statement by:
  - o Providing unbiased, nonjudgmental, and accurate information to students,
  - o Providing a confidential, safe, and inclusive space for students.

**Position Responsibilities:**

- Assist students in repair and maintenance of bicycles and related equipment.
- Sell retail bicycle parts; stock retail merchandise.
- Perform daily shop cleaning and maintenance.
- Work no more than fifteen (15) hours a week. Hours will be assigned according to shop needs.
- Attend staff meetings and trainings as requested by the Outdoor Center Equipment Rental & Bicycle Repair Shop Coordinator and/or Outdoor Center Manager.
- Master bike maintenance and repair skills as requested in training. Assist the Equipment Coordinator during trainings of other Bike techs.
- Performance of other duties assigned by the Bicycle Shop Coordinator and/or other Salaried Staff.

**Salary:**

This position will receive \$11.00 per hour.

**Reportage:**

The Bicycle Technician reports to The Equipment Rental & Bicycle Repair Shop Assistant Coordinator.

This job description is subject to change in accordance with the AS Employment Policy.  
 The Associated Students is an Equal Opportunity Employer.  
 Revised on April 1<sup>st</sup> 2009.