

Sustainable Transportation Assistant - Student

\$16.50/hr; 10 - 15 hours/week (Summer/Fall 2024); Part-time

JOIN OUR SUSTAINABILITY TEAM!

The Sustainable Transportation Student Assistant will support the operations, planning, and evaluation of the UMD Smart Commute program, BikeUMD program, and other DOTS Sustainability Team initiatives.

The UMD Smart Commute program implements policies and programs to incentivize a variety of sustainable transportation modes including: carshare, bikeshare, carpooling, public transit, biking, walking, electric vehicles, and teleworking.

RESPONSIBILITIES INCLUDE:

- **Customer Support:**
 - Assist in monitoring the SmartCommute email account and responding to inquiries.
 - Assist customers with registration for incentive programs.
 - Manage the intake and proper storage for bicycle donations and storage rentals as needed.
 - Assist registered customers with bike lock cutting services as needed.
- **Program Support:**
 - Maintain and analyze various data sets from third-party vendors including Smart Commute platform, BRI Pre-Tax Commuter Benefits, Blink Electric Vehicle (EV) Charging, Carpool Permits, Capital Bikeshare, and ZipCar. Assist with tracking key performance indicators.
 - Facilitate/arrange prize giveaways for sustainable commuting rewards and incentives programs.
 - Event planning, promotion, and staffing support for major engagement campaigns such as Orientation, International Park(ing) Day, Car-Free Day, the Campus Bikeways network, Art in the Right of Way programming, International Coffee Hour, #TryTransit Tours, Good Morning Commuter Breakfasts, October Safety Month, Bike Week, Earth Day, etc. by drafting invitations, ordering catering, managing event attendee lists, staffing tabling events/bike rides, and other duties as assigned.
 - Support, promote, and expand the department's engagement with [Green Workspace](#) events and activities for faculty and staff.

- Assist with tagging abandoned and improperly parked bicycles, e-scooters, and other micromobility vehicles and impounding them if necessary.
- Support with grant projects, research, and administrative tasks as assigned.
- **Miscellaneous:**
 - Conduct fieldwork and data tracking for various inventories in our units including but not limited to supplies, campus bike racks, scooter hubs, electric vehicle charging stations etc.

POSITION REQUIREMENTS:

- Enthusiastic about sustainability and alternative transportation. Biking knowledge and experience is a plus.
- Strong research and data analysis skills.
- Organized and attentive to detail.
- Strong verbal and written communication skills.
- Comfortable working both collaboratively and independently.
- Excellent time management and organizational abilities.
- Able to lift 30 lbs.
- Ideally possess a Maryland or other U.S. driver's license.

WHAT YOU WILL GAIN:

- Experience in Transportation Demand Management (TDM), program evaluation, and planning on a university campus
- Opportunity to work with campus GIS mapping technology to track various sustainable transportation inventories on campus. (No previous GIS experience is required)
- Transferable skills in data management, customer service, training, and program operations.
- Professional, respectful, and fun workplace environment.

POSITION TERM:

Seeking two graduate student or College Park Scholar students who are available for immediate employment this Fall Semester with the option to continue into the Spring Semester.

APPLY:

Email dotshrm@umd.edu with a cc: to Aysha Cohen at smartcommute@umd.edu your resume, cover letter, a brief writing sample or project website, which includes data analysis and visualization, on a topic ideally related to sustainability. Applications will be accepted until the position is filled or at the latest the end of day, **Friday, September 13th**. If you have any questions or concerns please email dotshrm@umd.edu or call 301-314-9713.