



Vacancy Announcement Transportation Coordinator

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 153 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world.

The University seeks to fill a Transportation Coordinator position. Reporting to the Chief of Staff in the Department of Presidential Affairs, the Transportation Coordinator manages day-to-day transportation operations within VUU which include coordinating activities of internal and external organizations that provide transportation services.

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Transportation Coordinator Responsibilities:

- Provide Executive Transportation services for the organization
- Plan and maintain accurate scheduling of all vehicle usage and maintenance so that it continues to serve our employees in an efficient and effective manner while maintaining the highest quality of customer service
- Record maintenance of all vehicles

Operational/Scheduling Responsibilities:

- Develop, publish and oversee vehicle usage schedule
- Plan and establish work schedules and assignments for all drivers and maintenance
- Coordinate pick up and drop off requests from University
- Monitor daily schedules and communicate last minute changes to management
- Maintain database of all vehicle information, maintenance and usage details
- Assign vehicles based upon employee specific needs
- Coordinate maintenance to ensure servicing is carried out in a timely manner
- Monitor vehicle request logs and adjust schedules appropriately, as needed

Reporting and Documentation:

- Prepare billing, using provided format, on a monthly basis
- Prepare usage and maintenance status reports
- Other operational and supervisory tasks, as assigned

- Serve as a back-up for transportation, as needed

QUALIFICATIONS:

- High school diploma or equivalent requires; BA/BS degree preferred
- Proof of excellent driving record
- Experience coordinating transportation services to include scheduling, reporting and direct driving services is required
- Commitment to delivering service with respect, integrity and confidentiality; dedication to driving safety, time management and a flexibility when scheduling

SALARY:

Commensurate with experience; FLSA status: exempt

APPLICATIONS DEADLINE:

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

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