



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Transportation Manager
DEPARTMENT: OU Police Department
STATUS: Full-time (40 weekly hours)

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

- High School Diploma.
- Minimum of ten years of experience.
- Ability to effectively communicate both verbally and written.
- CDL or the ability to obtain within 6 months.

BRIEF DESCRIPTION OF DUTIES:

- Manage the University's fleet of cars, buses, and shuttles.
- Maintain all vehicle maintenance records, license tags and registration.
- Liason with all departments regarding their vehicular travel needs.
- Serve as point of contact between DOT and the University.
- Establish working relationships with outside travel providers.
- Schedule local shuttle transportation for students.
- Manage and schedule the driver for all campus VIP travel.
- Ensure the cleanliness and serviceability of all campus vehicles.
- Performs other duties as assigned.



SALARY: Commensurate with education and experience

POSTING DATE: October 2022

CLOSING DATE: Opened until Filled.

HOW TO APPLY: Interested persons must submit employment documents electronically:

- Download the application in **Google Chrome**
- Open application in **Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in 

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

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