

**Bike Stable Bike Mechanic**

**Position Title**

Bike Stable Bike Mechanic

**General Summary**

The Office for Sustainability at Western Michigan University is seeking multiple Bike Mechanics to help assist the Bike Stable program. Bike mechanics provide a valuable service by encouraging non-motorized transportation and helping students and community members to learn how to diagnose and fix problems with their own bicycle.

**Major Duties**

* Perform basic bicycle repairs, tune-ups, and adjustments with hand tools
* Oversee repairs done by patrons and volunteers
* Maintain a clean and orderly work space and studio floor
* Be an ambassador for the Bike Stable and Office for Sustainability
* Assist in ordering tools, parts, and materials as needed for Bike Stable
* Assist in data collection to support the Bike Stable program
* Attend Bike Stable events as needed (relevant WMU and community meetings, safety events, demonstrations, etc.)
* Handle a cash box for small bike repair expenses

**Minimum Qualifications**

* Ability to work independently and in a team environment
* Must be a competent and patient teacher to assist others
* Must be a student and able to work Friday afternoon during Open Shop

**Desired Qualifications**

* Demonstrated experience working with diverse populations
* Demonstrated leadership experience mentoring others
* Experience performing bicycle maintenance at a shop or organization

**To Apply**

1. Complete the application (including writing samples) found at http://www.wmich.edu/sustainability/opportunities/jobs
2. Email applications to [wmu-sustainability@wmich.edu](mailto:wmu-sustainability@wmich.edu) or send hard copies to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.

**Closing Date:**

**Note:**  This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.