



## **UREC Outdoors Bike Mechanic**

**Department:** University Recreation + Wellness, University of Arkansas - Fayetteville

**Location:** HPER Building

### **Position Description:**

The UREC Outdoors Bike Mechanic is responsible for: management of bike shop operations, building and repairing bikes, managing a bike rental fleet, managing customer and internal work orders, operating software, cash register operations, and daily reports.

This position will develop UA Career-Ready skills such as Critical Thinking, Communication, and Professionalism.

### **Duties & Responsibilities:**

Bike Maintenance and Repair - 60%

- Build, repair, and maintain participant and UREC Outdoors rental bikes
- Manage customer work orders
- Order parts for customer bike repairs

Inventory and Equipment Management - 20%

- Assist with the management of bike shop inventory
- Maintain organization of tools, supplies, and replacement parts
- Manage cash registers

Customer Service and Training - 20%

- Provide exceptional customer service within UREC Outdoors and the Bike Shop
- Assist with training UREC Outdoors staff on renting and assessing program and customer bikes
- Operate sales and rental software
- Assist customers with rentals and transactions

### **Minimum Qualifications:**

- Current University of Arkansas student

### **Preferred Qualifications:**

- Previous experience working with mountain, road, and touring bikes
- Previous experience with local area cycling destinations

### **Federal Work Study Requirement:**

- Federal Work Study award preferred but not required.

**Required License(s), Training, Certification(s), & Background Checks:**

- Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed).
- Background checks not required for undergraduate candidates

**Physical Activities Associated with this Position:**

The following physical activities are associated with the position and will be performed with or without accommodation. All individuals are encouraged to apply.

- Heavy Work | Exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.
  - Hearing, reaching, standing, talking, walking- Constantly
  - Crouching, grasping, kneeling, lifting, manipulating items with fingers, pulling, pushing, repetitive motion, stooping- Frequently
  - Balancing, climbing, crawling, driving, handling of sharp tools, sitting- Occasionally
- Lifting of heavy or awkward objects

**Visual Acuity:**

- Employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures
- Employee is required to have visual acuity to perform an activity such as operates machines where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenters or technicians.

**Compensation & Benefits:**

- \$12.25 Hourly Wage Rate
- Student Affairs Wage Scale: 2

**Hours and Schedule:**

- The position is designed to be a 3-12 hours per week in person commitment.
- Weekly work hours vary and may include morning, evening, and weekend.

**Employment Timeline:**

- This position hires on an as needed basis.
- This position is eligible for up to 4+ years of continuous employment upon satisfactory performance and continued academic enrollment.

**Supervision:** UREC Outdoors Coordinator, University Recreation + Wellness

**This job will provide experience to develop the following UA Career-Ready Skills:**

Critical Thinking | Communication | Technology

- **Ability to Display Situational Awareness:** Ability to gather information, anticipate needs, prioritize issues and set achievable goals in the workplace.
- **Ability to Gather & Analyze Data:** Ability to locate and collect information, thoughtfully and thoroughly evaluate the quality of the information and consider a multitude of options to develop credible solutions.
- **Ability to Use Oral Communication:** Ability to effectively convey information and meaning through speech, that is, easy to understand, engaging and employs proper tone.
- **Ability to Leverage Technology:** Understand how to identify, select, and use appropriate technology for improving workplace efficiency and productivity.

**Application Instructions and Required Document:**

- Please submit your application through <http://jobs.uark.edu>.
- Documents:
  - Resume
  - Cover Letter
  - Application documents must be submitted in Workday
- Application deadline:

**Equal Opportunity and Compliance:** The University of Arkansas is an equal opportunity institution. The University does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual preference, or pregnancy. Federal law prohibits the University from discriminating on these bases. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to the University's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.