

TEMPORARY POSITION AVAILABLE

STUDENT TRANSPORTATION COORDINATOR PART-TIME

We are privileged to learn, work, and live on the traditional territory of the Sc'ianew (Beecher Bay) First Nation.

Pearson College UWC was founded as Lester B. Pearson College of the Pacific and United World College (Canada) Inc. in 1974. Pearson is a unique, highly selective, two-year pre-university IB World School for up to 200 students from across Canada and around the world chosen solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently are selected from nearly 160 countries. Pearson is one of 18 UWC schools worldwide. (pearsoncollege.ca).

Pearson College UWC is recruiting for an outstanding Student Transportation Coordinator

Reporting to: Operations Manager

Position Summary:

The Student Transportation Coordinator oversees all aspects of student travel and ground transportation for off-campus activities and throughout College-sanctioned breaks. Along with working with the Operations team, the Coordinator will work closely with the College's staff & faculty, to support the needs of students and the College.

Major Responsibilities:

- Coordinates student air travel arrangements as required or as directed.
- Coordinates student ground transportation as required or as directed.
- Communicate travel plans to students effectively and in a timely manner.
- Respond to emergent issues and concerns by assessing the situation, identifying the most appropriate response, and recommending resources and assistance where appropriate.
- Assist with recruiting college drivers as needed and maintain a steady roster of drivers to meet transportation demands.
- Supervise college drivers.
- Keep track of driver's hours and prepare timesheets for payroll purposes twice a month.

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

650 Pearson College Drive, Victoria, BC, Canada, V9C 4H7

P: +1 250 391 2411 E: info@pearsoncollege.ca www.pearsoncollege.ca

Located on the unceded territory of the Scia'new (Beecher Bay) First Nation

PEARSON COLLEGE



LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

650 Pearson College Drive, Victoria, BC, Canada, V9C 4H7

P: +1 250 391 2411 E: info@pearsoncollege.ca www.pearsoncollege.ca

Located on the unceded territory of the Scia'new (Beecher Bay) First Nation

Educations, Skills & Experience:

- Experience working in the field of education, preferably at the secondary or university level, ideally, with a diverse student body.
- Excellent interpersonal and organizational skills.
- Effective communications skills, orally and in writing.
- High level of competency working with Microsoft Office Suite.
- A self-starter with personal initiative, high energy, and the ability to work both collaboratively and independently.
- Good knowledge of local and surrounding areas to the College.
- Demonstrated expertise in working in challenging situations with the ability to exercise a high level of tact and diplomacy.
- Demonstrated problem-solving skills, flexibility, and adaptability.

Compensation & Organization

This is a temporary, part-time position covering leave until May 31st, 2024, and starting as soon as possible. Located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria. Average of 10 hours per week and hourly rate of \$25.00 per hour. Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. Résumés and a cover letter can be emailed to hr@pearsoncollege.ca.

Pearson College UWC is committed to diversity and equity in employment. All qualified applicants are encouraged to apply; however, Canadians and permanent residents shall be given priority.