PEARSON COLLEGE UWC

POSITION AVAILABLE
STUDENT TRANSPORTATION COORDINATOR – PART TIME

We are privileged to learn, work, and live on the traditional territory of the SC'IÁNEW Nation.

Pearson College UWC stands as a beacon of hope and education, founded in 1974 with a vision to make education a force that unites people, nations, and cultures for peace and a sustainable future. Our mission is deeply rooted in this vision, striving to empower students from diverse backgrounds to actively engage in creating a better world.

At Pearson, we are more than just an educational institution; we are a vibrant community of passionate individuals committed to fostering global understanding and positive change. As one of 18 United World Colleges around the world, our students undergo a rigorous selection process in their home countries. They are chosen not only for their academic potential but also for their demonstrated dedication to making a meaningful impact on the world. Moreover, the majority of our students receive substantial financial aid, ensuring that opportunities for transformative education are accessible to all.

Pearson College UWC is recruiting for a Student Transportation Coordinator PT.

Reporting to: Director of Operations

Position Summary:

The Student Transportation Coordinator oversees all aspects of student ground transportation for off-campus activities and throughout college-sanctioned breaks. Along with working with the Operations team, the Coordinator will work closely with faculty, houseparents and administrative staff. This part-time position is expected to work 10 hours per week.

Major Responsibilities:

- Coordinate student transportation for arrivals, departures, CAS activities, project weeks, college events, and other needs as directed.
- Develop and manage transportation surveys to gather student travel information; analyze results to make informed logistics decisions.
- Communicate travel plans and updates to students and stakeholders in a clear, timely, and professional manner.
- Coordinate with external transportation providers to support the transportation needs of students and the College.
- Respond to emergent transportation issues by assessing situations, identifying appropriate responses, and deploying necessary resources or support.

- Recruit and maintain a roster of qualified college drivers to meet transportation demands.
- Supervise college drivers, including scheduling, training, and performance support.
- Track and verify drivers' hours and approve their timesheet for payroll processing.
- Maintain and manage the drivers' calendar.
- Ensure compliance with college transportation policies and relevant safety regulations.
- Maintain accurate records of transportation logistics, incidents, and costs.

Education, 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 communication skills, both orally and in writing.
- High level of competency working with Microsoft Office Suite.
- Familiarity with scheduling or route planning tools and survey platforms (experience with Reach Boarding is an asset).
- A self-starter with personal initiative, high energy, and the ability to work both collaboratively and independently.
- Good knowledge of the local and surrounding areas of Metchosin and Victoria.
- Demonstrated problem-solving skills, flexibility, and adaptability.
- Experience in logistics or transportation coordination is an asset.
- Demonstrated ability to manage time-sensitive and high-pressure situations effectively.
- Ability to maintain accurate records and prepare reports related to scheduling, driver hours, and incident tracking.
- Commitment to student safety, equity, and well-being in transportation planning.
- Valid Class 5 Driver's License (or equivalent) and a clean driving record preferred.

Compensation & Organization

This is a part-time position located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria. This position falls within the PEA bargaining unit. The College also offers an hourly wage of $25.00 per hour to qualified applicants. Applications will be accepted until the position is filled and reviewed daily. Only candidates selected for an interview will be contacted. Candidates must be eligible to work in Canada and pass a criminal record check. Résumés and a cover letter can be emailed to careers@pearsoncollege.ca.

As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity, and Inclusion in our living, learning and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power.

We encourage applications from individuals belonging to minority and/or marginalized groups, including but not limited to Indigenous peoples, LGBTQ+ individuals, women, and those with diverse backgrounds or experiences. Your unique perspective is valued and contributes to fostering an inclusive and equitable workplace.