



Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

POSITION JOB DESCRIPTION

POSITION TITLE: Mobile Go Center Driver/Specialist

DEPARTMENT: South Texas Tech Prep/Workforce Education

PERSONNEL GROUP:..... Classified

POSITION GRADE: 20

POSITION STEP: 0

EMPLOYEE NAME:

POSITION REPORTS TO: Executive Director South Texas Tech Prep

REVISION APPROVED BY: Ricardo B. Hinojosa

(Minimum approval level: Departmental Supervisor and Above)

REVISION/APPROVAL DATE:

EDUCATIONAL REQUIREMENTS:

High School Degree or equivalent; experience may be substituted.

BASIC FUNCTION AND RESPONSIBILITY:

The Mobile Go Center Driver/Specialist is responsible for the transportation and operation of the Mobile Go Center Unit. The MGC Driver/Specialist will provide Higher Education information to students in the service areas and outlying areas. The MGC Driver/Specialist will assist personnel with the goals and mission of the MGC, and will be totally responsible for the security of the entire MGC Unit and its contents.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Drive a one-ton pick-up hauling a thirty-four foot trailer with experience and expertise.
2. Transport Mobile Go Center Unit to scheduled sites and events.
3. Set up and dismantle Mobile Go Center Unit's equipment such as laptops, satellite dish, wheelchair lift, generator, materials, and related items at scheduled sites or events.
4. The MGC Driver/Specialist must provide information in all aspects of Higher Educational institutions such as college applications, financial aid (FAFSA), grants, scholarships, and relevant institutional information.
5. The Driver/Specialist will assist college/university/or state personnel in providing students and community information on Higher Education orientation and enrollment.
6. The MGC Driver/Specialist will provide assistance or be able to trouble shoot MGC Unit equipment such as laptops, satellite dish, wheelchair lift, and generator.
7. The Driver/Specialist will participate in occasional over-night travel.
8. The MGC Driver/Specialist will secure the MGC Unit properly at host sites and home site storage facilities.
9. The Driver/Specialist will perform all other duties as assigned by the South Texas Tech Prep Director and the P-16 Council of South Texas.

EXPERIENCE:

One-year experience in driving trucks/hauling hitch trailers and customer service. Knowledge of computer hardware and software, mantling and dismantling trailers. Knowledge of Higher Education orientation, enrollment, and processes preferred.

SKILLS, KNOWLEDGE, ABILITIES:

Must have strong oral and written communicational skills. Must have proficient knowledge of Higher Educational processes regarding registering, enrolling, and admissions. Must have the ability lift fifty pounds. Must have knowledge in the performance of routine vehicular maintenance.

LICENSES/CERTIFICATES:

Texas Driver's License required,
Texas Commercial Driver's License (CDL) endorsement preferred.

PHYSICAL REQUIREMENTS:

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 45 pounds.

WORKING CONDITIONS:

Mostly inside Work-in a well lighted and air conditioned area most of the time, and minimal outside duties involved. Applicant will undergo drug screening and able to perform driving, hooking up and hauling skills.

SPECIAL CONDITIONS:

Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a grant position and is subject to funding availability.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.