

**PART-TIME BUS DRIVERS
CAMPUS SHUTTLE**

Job Description and Requirements:

BUS DRIVERS - MSU Billings Student Union is looking for professional drivers who desire to drive students between the Main campus and COT campus. Applicants must have at least 1 year previous driving experience and be customer service focused. Must be flexible and willing to work varying hours. Driving schedule can vary day to day and from semester to semester depending on the busy class times at the COT. Over winter break, spring break and summer there might not be much need for transportation, but would be on an on call basis.

Applicants must have a valid and insurable Class B, Type 2 Commercial Driver's License, submit to and pass a pre-employment drug test and physical, and pass a pre-employment background check.

Review of applications for positions will begin immediately and will continue until positions are filled.

To apply, please submit a (1) cover letter, (2) MSU Billings Employment Application, (3) copy of CDL, (4) Authorization for Background Check Form, and (5) names and telephone numbers of three references.

Go to <http://www.msubillings.edu/humres/jobs.html> to download the MSU Billings Employment Application and Authorization for Background Check form.

Apply to:

Human Resources: employment@msubillings.edu or 406-657-2278

Address:

MSU Billings
Room 310 McMullen Hall
1500 University Drive

City, State, Zip:

Billings, Montana 59101

General Information:

MONTANA STATE UNIVERSITY-BILLINGS IS AN ADA/AA/EEO EMPLOYER. Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU-Billings, for more information regarding preference or accommodation, Phone: 406/657-2278 (voice/TTY); Fax: 406/657-2120.

Start Date:

January 9, 2012