

Cougar Safe Rides Operations Program Supervisor Application

Fall 2019

Thank you for showing interest in being an Operations Program Supervisor for Cougar Safe Rides. In this packet you will find information about the position. If you would like to apply, please turn in the following items to Wilson Hall, Room 8a or email it at cougar.safe.rides@wsu.edu

Materials Requested:

- This front page, completed
- Answers to the questions on page 2
- A cover letter
- Resume

Last Name	First Name	MI
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WSU ID	Birth Date	Estimated Graduation Date
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Local Address	City	State	Zip
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Permanent Address	City	State	Zip
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Cell Phone Number	E-mail
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Signature	Date
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Please answer the following questions, either on this page or, if you need more room, on a separate sheet of paper. Be thorough in your answers as they will help us understand your desire and qualifications for this position.

1. Why do you want to be an Operations Program Supervisor for Cougar Safe Rides and what skills do you believe you can bring to our team that will benefit the program?

2. Please describe a time in which you had to deal with a crisis and then discuss what you learned from this situation.

Job Description

The Cougar Safe Rides Operations Program Supervisor team ensures that the day-to-day operations of the program run smoothly and gives valuable input into our future here at WSU. Each Supervisor is asked to know how our program runs on a nightly basis and how to oversee the program and ensure it runs smoothly. Additionally, Supervisors meet for approximately one hour once to discuss volunteer and general program issues, as well as how to improve the program.

Pay Rate/Hours

Operations Program Supervisors work approximately five to ten hours per week, typically for twelve weeks each semester. However, this job is flexible and some weeks may require additional hours. Because each Supervisor is “on duty” 1–2 days per week and alternating weekends, they must be available to respond to any issues that arise directly before, during, and directly after operations (currently Thurs 8pm–12am, Fri–Sat 9pm–3am). This position pays Washington State minimum wage (\$13.50 an hour) with the opportunity to earn additional pay as funding allows.

Open Positions

There is currently only one Operations Program Supervisor position open. The applicant selected for this position will be required to attend a training/orientation with the other Supervisors at a date and time to be determined. Shadowing the current Supervisors is strongly encouraged, but not required.

Required Qualifications

- Be a full time undergraduate or graduate student
- Possession, or ability to obtain, a valid driver’s license by the time of hire
- Must be able to pass a background check

Preferred Qualifications

- Have volunteered in the past for Cougar Safe Rides
- Knowledge of Microsoft Office programs including Word and Excel
- Knowledge of Google applications including Gmail and Google Voice
- At least one semester of supervisory or leadership experience is strongly preferred