

**Job Title:** NOLS Southwest Operations Assistant / Driver

**Reports to:** NOLS Southwest Operations Manager

**Job Objective:** As part of the NOLS Southwest team, the operations assistant will problem solve and assist operations department managers to provide excellent student service and instructor support while helping to create an inclusive, positive and welcoming environment for all.

**Qualifications:** Enthusiasm for creating and supporting a positive campus culture. Team player - must always work with the best interests of the team in mind. Excellent communication skills - must be willing to exchange feedback with co-workers in order to help the team function at its best. Must be organized and attentive to detail. Willing to work flexible hours including weekends.

**Leadership or Supervisory Duties:** The operations assistant has no direct supervisory responsibility, but this person requires cooperative skills. They should be able to work with a variety of leadership styles, and will need to be self-directed when necessary.

**Funds and/or Property:** They will use local business accounts, petty cash, and be responsible for impeccable receipt management and record keeping.

## **Responsibilities**

**50% Operations Support:** Assist with all NOLS Southwest operations, including rations, outfitting, transportation, and facilities. Work with department managers to create continuity between systems that run efficiently. Occasionally perform rations manager or outfitting manager duties during the peak of the season. Contribute to regular facility clean up and maintenance.

**30% Driving:** Drive student groups in various fleet trucks, vans, and trailers throughout Arizona, New Mexico and Texas, including in remote locations. Assist with evacuation drives.

**10% Administrative Duties:** Track expenses, provide written feedback and summaries that contribute to systems improvement in the rations and outfitting departments.

**10% Other duties as assigned:** Assist with various operations and program department duties, as applicable.

## **Equal Employment Opportunity**

NOLS does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, genetics information, disability unrelated to job or admission requirements, or status as a protected veteran. The school's nondiscrimination policy applies to all phases of its employment process, its admission and financial aid programs, and to all other aspects of its educational programs and activities. Retaliation directed to any person who pursues a discrimination complaint or grievance, participates in a discrimination investigation, or otherwise opposes unlawful discrimination is prohibited.

**Criminal Background Check:** A criminal background check is required from all NOLS employees.

**E-verify:** NOLS participates in E-verify

**Motor Vehicle Record:** Applicants must be at least 21 years of age by the position start date and possess a valid driver's license. Must have a clean driving history and be able to meet the criteria for NOLS vehicle insurance coverage.

**COVID Policy:** All employees who are not working remotely and who have regular contact with other employees or students are required to be fully vaccinated against COVID-19, unless they meet a medical, disability or religion exemption and a reasonable accommodation is approved. Any COVID-19 vaccine approved by the World Health Organization (WHO) is an acceptable vaccine for the purpose of this policy. Full vaccination or an approved exemption is a condition of employment.

**Work Location:** NOLS Southwest - Tucson, Arizona

**Work Conditions and Position Dates:** This is an approximately four-month position running from late December to mid-April. Rustic housing is available on site and may be shared with one other employee. The kitchen and living areas are communal with other staff. NOLS Southwest provides meals when students are in town.

**How to Apply:**

**Send Cover Letter and Resume to:** Keshet Miller

**Email:** [keshet\\_miller@nols.edu](mailto:keshet_miller@nols.edu)

**Phone:** 520-749-0955

**Contact:** Keshet Miller with questions.

**Closing Date For Applications:** October 25, 2021

**Starting Date:** December 27, 2021

Thank you for your interest in NOLS. Please consider providing some optional, anonymous information by visiting [this link](#).