



PelotonU wants to hire a **Student Support Coordinator**. Here's the scoop.

We are a growing social enterprise committed to providing a pathway for working college students to graduate from college on time and debt-free. To accommodate our students' schedules, we are open extended hours and need a reliable, caring person to help us ensure our students can be successful by running our office during most nights and every other Saturday.

This position is ideal for someone who seeks meaningful, part-time work. Your primary responsibility will be to monitor the space, promote safety, and support students by answering questions and ensuring needed supplies are present; however, there will be opportunity to complete your own quiet work as well. PelotonU is a continuously evolving and innovative organization, and your support and insights will help shape our future in Austin.

Your Mission, Should You Choose to Accept It:

- Manage one of our two offices most evenings and two Saturdays each month
- Foster a safe, productive learning environment for all students
- Ensure the office is clean, items are put away, and all exits locked at the end of each evening
- Assist students with minor academic and technology issues
- Keep an eye out for and share ways that PelotonU can improve the office and student experience

You'd Thrive in this Role If You:

- Are trustworthy, professional, punctual, and detail-oriented
- Can solve problems on your own but are comfortable asking for help when needed
- Communicate clearly and kindly and are comfortable holding students to high expectations
- Are hospitable and enjoy making others feel welcome

Things We Would Like to See:

- High School diploma or GED
- Related work experience like managing a front desk, being a key holder, or supervising a study space in a library, college, or coworking community.
- Fluent in English. Bilingual in Spanish is a plus!
- Comfort with computers, gmail and the Google docs suite

A Few Good Reasons to Join the Team:

- Compensation starts at \$13/hour
- PelotonU is closed on federal holidays and for a week at Thanksgiving and 2 weeks in December
- Join an innovative solution for college in Austin that's getting nationwide attention
- Have the opportunity to develop other skills like student advising, PR, or marketing if desired

Ready to Apply? Submit an application and resume at <http://pelotonu.org/jointheteam>

This position will start on April 29, 2018.

When Will You Work?	Monday-Thursday from 3-9 pm at South Location	2 Saturdays/month from 10-4 pm at Central Location
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