



## Drexel University Job Description

**Title:** Driver/Security Specialist

**Department:** Office of the President

**Grade:** J

**FLSA Classification:** Non-exempt

### **Job Overview:**

The primary purpose of this position is to provide a mobile escort for the President of Drexel University.

### **Essential Functions:**

- Provide timely pick-up and drop-off escort services for the President of Drexel University or assigned passenger, 24 hours a day/ 7 days a week.
- Before any trip, driver consults maps or navigation devices for desired routes, checking radio or online traffic and weather reports for departure and destination locations.
- Advise the President or assigned passenger of potential or existing adverse conditions and suggest alternative routes or travel time adjustments.
- Ensure the safe operation and maintenance of motor vehicles assigned to the President. Ensure the vehicle(s) is clean and that it is mechanically sound. The President's vehicle must be spotless in appearance and ready to drive without issue at all times.
- Responsible for checking engine fluids, inspecting interior and exterior electrical and mechanical components, maintaining tire pressure and keeping fuel levels at adequate levels.
- Expected to be mannerly and courteous in all driving and non-driving situations while on the job.
- Good grooming and personal hygiene with clean and proper dress as instructed by the employer are expected.
- Calm, rational behavior and attitude under stressful driving conditions are attributes of a professional, as are refraining from inappropriate or abusive language and gestures.
- Follow instructions and requests without argument or complaint, and do not comment, engage or join in conversations of employers or passengers without permission.

- Work directly with the President's administrative staff in reference to: daily task, duties, and the Presidents escort/meeting schedule.
- Safe and legal driving practices are expected at all times with or without passengers
- Other duties as assigned.

**Qualifications:**

- Required Experience: Two years of professional driving experience required.
- Required Education: High school diploma required, College Education preferred.
- Must submit to and satisfactorily pass (proven to be drug free) a pre-employment urinalysis drug test. Must agree to and satisfactorily comprehensive background checks. The background checks will include: education verification, past work history reference checks, vehicle operator license verification, past driving history, and a criminal records check. Vehicle operator license checks and criminal background checks will be conducted annually.
- Possess and maintain a valid driver's license.
- Excellent communication skills required. Must have the ability to speak, listen, and write in a professional manner.
- Confidentiality statement. Must be willing to sign a confidentiality statement relating to the confidentiality of sensitive University information, student records, faculty records, staff records and all information deemed confidential by the Department of Public Safety and Drexel University.

**Inquiries / Resume Submission:**

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