

## **Mechanic**

- Manage the upkeep of University vehicles including buses and trucks.
- Repair and or service vehicles as needed; such as oil, brakes, tire changes and tune ups as required.
- Trouble shoots problems that occur through regular use.
- Prepare vehicles for annual state inspections.
- Additional duties as required by the supervisor.

### **Qualifications:**

- Two or more years' experience working in auto mechanic shops trouble shooting for problem(s), and repair as needed.
- Advance working knowledge in the following:
  - Engine Repair
  - Automatic Transmission/Transaxle
  - Manual Drive
  - Suspension & Steering
  - Brakes
  - Electrical/Electronic Systems
  - Heating & Air Conditioning
  - Engine performance

### **Requirements:**

- **ASE certification**
- **Valid Driver's License**
- **Clean driving record**

## **How to Apply**

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Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at [HROFFICE@hamptonu.edu](mailto:HROFFICE@hamptonu.edu) or fax to (757) 727-5969:

Office of Human Resources  
Hampton University  
Hampton, VA 23668

***\*\*No phone calls***

***\*\*Incomplete applications will not be considered***