



# Bike Shop Mechanic

## Position Title

Bike Shop Mechanic

## General Summary

The Office for Sustainability (OfS) at Western Michigan University (WMU) is seeking a Bike Mechanic to help assist the Bike Shop program. Bike mechanics provide a valuable service by encouraging the use of non-motorized transportation and helping students and community members to learn how to diagnose and fix problems with their own bicycle.

## Major Duties

- Perform basic bicycle repairs, tune-ups, and adjustments with hand tools
- Provide Bike Shop participants bicycle maintenance instruction
- Oversee repairs done by patrons and volunteers
- Assist in ordering tools, parts, and materials as needed for Bike Shop
- Handle a cash box for small bicycle repair expenses
- Assist in data collection to support the Bike Shop program
- Attend Bike Shop events as needed (relevant WMU and community meetings, safety events, demonstrations, etc.)
- Maintain a clean and orderly work area and studio floor
- Facilitate at least one workshop related to sustainability
- Submit semester project brief and deliver end of semester presentation to peers and co-workers at the OfS

## Position Requirements

- Undergraduate or graduate student currently enrolled at WMU in [good academic standing](#)
- Ability to work independently and in a team environment
- Must be a patient teacher when assisting others
- **Must be able to work over the summer**
- Ability to communicate effectively through different methods
- Active participation with the OfS team implementing our OfS Diversity & Inclusion Action Plan
- Attend and contribute to weekly team meetings and report on progress with projects

## Desired Qualifications

- Personal commitment to sustainability
- Competency in working with diverse populations
- Desire to mentor others or to learn bicycle maintenance skills
- Experience performing bicycle maintenance at a shop or organization

## Hours and Compensation

Expected commitment is 12-14 hours per week starting at \$13.75 per hour. Pay increase based on performance evaluation.

**Note:** This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.



**Tentative Start Date:**

Mid-March 2026

**To Apply**

1. Complete the application found at <http://www.wmich.edu/sustainability/opportunities/jobs>.
2. Email application to [wmu-sustainability@wmich.edu](mailto:wmu-sustainability@wmich.edu) or send hard a copy to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.
3. All applications, both online or in print, are due by **Friday, February 27, 2026, by 11:59 p.m.**

**WMU Equal Opportunity Statement**

Western Michigan University, an equal opportunity employer, complies with applicable federal and state laws and University policies prohibiting discrimination and harassment.

**WMU Nondiscrimination Policy**

Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, protected veteran status, height, weight, or marital status. **(Revised April 2006)**

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