**Temporary Administrative Program Assistant**

**Please see Special Instructions for more details.**

Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions. Additionally, you will be required to attach a A cover letter indicating how your qualifications and experience have prepared you for this position and you will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process. Typically, the starting salary is at the lower end of the salary range. For additional information please contact: Kathy Westberg School Operations Manager 101 Kearney Hall 541-737-1786 Kathy.westberg@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

**Position Details**

**Position Information**

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| **Department** | Sch of Civil/Constr Engr (ECC) |
| **Classification Title** | Administrative Program Assist |
| **Job Title** | Temporary Administrative Program Assistant |
| **Appointment Type** | Classified Staff |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 33 |
| **Appointment Basis** | 12 |
| **Pay Method** | Hourly |
| **Min Salary** | $2555 |
| **Max Salary** | $3796 |
| **Employment Category** | Temporary |
| **Position Summary** | This recruitment will be used to fill one part-time (.33 FTE) Temporary Administrative Program Assistant position for the school of Civil and Construction Engineering at Oregon State University (OSU).  Duties of this appointment include review of ABET accreditation materials, collection and revision of School accreditation data, interviewing faculty, students and administrators, and application of ABET accreditation guidelines.  Position expected to begin on January 15, 2017 with a duration of six months. |
| **Position Duties** | 60% Interview faculty, students and administrators to gather data required for Civil and Construction Engineering’s ABET accreditation process. Collect and record teaching hour and content data, student activity and participation data, and other key data elements to meet ABET evaluation standards. Evaluate syllabi content against ABET content requirements; identify gaps and escalate to Associate School Head.  20% Create and generate reports showing accreditation progress toward ABET standards.  20% Create and maintain accreditation project calendar for use by Associate School Head and other participants. Ensure worksteps are completed timely to meet key deadlines and outcomes. Other duties as assigned. |
| **Minimum Qualifications** | Three years of office experience which included two years at full performance level and experience generating documents; and Lead work responsibility or coordination of office procedures. |
| **Additional Required Qualifications** | Excellent written and verbal communication skills.  Experience utilizing common database programs to record and compute data.  Experience utilizing Microsoft Office or similar programs to produce work product. |
| **Preferred (Special) Qualifications** | B.S. Degree in Civil Engineering or related field, or equivalent knowledge and experience.  Experience working with ABET accreditation.  A demonstrable commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** |  |
| **This position is deemed essential and the incumbent may be expected to report to work during inclement weather, emergency and other University work curtailments or closures.** | No |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | No |

**Posting Detail Information**

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| **Posting Number** | P00713CT |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 02/01/2017 |
| **Anticipated Appointment End Date** | 07/16/2017 |
| **Posting Date** | 01/11/2017 |
| **Full Consideration Date** |  |
| **Closing Date** | 01/24/2017 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions.  Additionally, you will be required to attach a A cover letter indicating how your qualifications and experience have prepared you for this position and you will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  Typically, the starting salary is at the lower end of the salary range.  For additional information please contact: Kathy Westberg School Operations Manager 101 Kearney Hall 541-737-1786 Kathy.westberg@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Cover Letter

**Optional Documents**

1. Professional References