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Warning Applicants for this position must apply with the department directly. See instructions for applying outlined in the job details.

**Position Information**

Position Title

Student Clerical

Job Title

Event Planning Assistant/Beekeeping-Breece

This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.

No

Appointment Type

Student Employee

Job Location

Corvallis

Department

Horticulture 211200 AGD

Position Summary

This recruitment will be used to fill one part-time (up to 10 hours per week depending on event schedules) Student Clerical position for the Oregon Master Beekeeper (OMB) Program. The OMB Program is a state-wide educational program for beekeepers of all levels. The program includes classroom training, special events, and hands-on training in beekeeping. This position is needed to support the OMB continuously through June 2016, Summer 2016 and Fall 2016.   
  
This position will assist with all aspects of planning and participation of the Oregon Master Beekeeper Program events. The incumbent will perform general office work such as typing, copying, filing, sorting, indexing, reception duties and transporting documents/mail from one campus department to another.

Position Duties

60% Administrative Support   
Maintain participant and volunteer database (online, Google Docs, and Excel).   
  
Post information to website/blog.   
  
Communicate with participants via phone and email.   
  
Prepare and edit documents for educational program.   
  
Organize and manage training materials, and volunteer and participant records, in hard copy paper and computer file format.   
  
Assist with video conferencing using WebEx and/or Adobe Connect.   
  
Conduct surveys using Qualtrics.   
  
35% Event Support   
Manage registration and participant list, create name tags, post signs, set up/tear down catering, troubleshoot equipment issues, assist participants in need, clean up/tear down after events, organize and store materials.   
  
10% Other duties as assigned.

Position Duties (continued):

Working Conditions/Work Schedule:

Mix of office and computer work, special indoor and outdoor events in various weather conditions, sometimes in rain or extreme heat.   
  
Ability to walk, stand, bend, and stoop for extended periods.   
  
Ability to maneuver and transport heavy (up to 50 pounds) objects.   
  
Ability to set up and tear down displays and move materials to various locations on and off campus.   
  
Ability to occasionally work on weekends and evenings.   
  
Though working with honey bees is not part of this position, the Student Assistant must be comfortable around honey bees during field events.

Minimum/Required Qualifications

[Minimum Enrollment Requirements](http://oregonstate.edu/dept/fa/manuals/stu/506/)   
  
Must be proficient MS Excel.   
  
Familiar with MS Word and MS PowerPoint or comparable software.   
  
Demonstrated strong time management and organizational skills.   
  
Ability to work independently and as part of a team.   
  
Must be comfortable engaging with people in an event setting.   
  
Strong written and verbal communication skills.   
  
Ability to work in a fast-paced environment and use critical thinking skills to make decisions as the need arises.   
  
Conversational-level English proficiency.

Preferred (Special) Qualifications

Experience with event coordination.   
  
Experience with Qualtrics, Adobe Acrobat Pro, WebEx, Adobe Connect and Google Drive.   
  
Strong social media skills and experience.

Scholarly Outcomes for Position (academic faculty only)

Indicate how you intend to recruit for this search:

Competitive / Student - open to ALL qualified/eligible students

Posting Date

01-08-2016

For Full Consideration Date

Closing Date

01-20-2016

Recommended Full-Time Salary Range

$11.00

A demonstrable commitment to promoting and enhancing diversity is:

A preferred qualification

**Special Instructions to Applicants**

When applying you will be required to submit the following documents:   
  
1) A Resume/Vita   
  
2) A Cover letter, including the answers to essay questions.   
a) What experience do you have with event planning/coordination? Please provide a detailed description of your role in an event in which you have assisted. If you do not have experience, create a scenario or event and describe how you would help and anticipate needs for the event or participants.   
  
b) Describe any experience with programs involving many participants and volunteers. Include details on interacting with participants, preparing materials, and organizing data. If you do not have any experience with programs, do you have any experience(s) that you think you could draw upon? Please describe.   
  
3) Names and contact information (email or telephone) three references who may be contacted.   
  
Please submit the application materials directly to: Carolyn Breece at carolyn.breece@oregonstate.edu.

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0016964

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