**Office Specialist 1**

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

To ensure full consideration, applications must be received by 12/19/2017. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice 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. Typically, the starting salary is at the lower end of the salary range. For additional information please contact: Tim Stock at tim.stock@oregonstate.edu This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. 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** | Horticulture (AHT) |
| **Classification Title** | Office Specialist 1 |
| **Job Title** | Office Specialist 1 |
| **Appointment Type** | Classified Staff |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 20 |
| **Appointment Basis** | 12 |
| **Pay Method** | Hourly |
| **Min Salary** | $2168 |
| **Max Salary** | $3046 |
| **Employment Category** | Regular |
| **Position Summary** | This recruitment will be used to fill one part-time (approximately 8 hours per week) Office Specialist 1 position for the Department of Horticulture at Oregon State University (OSU).  This position will provide assistance and support related to training events statewide for the Oregon State University (OSU) School Integrated Pest Management (IPM) Program. |
| **Position Duties** | 30% General Office Support Responsible for duplication of flash drives, print training materials, assemble training packets, print Certificates of Completion, create sign-in sheets and name tags.  Reserve training locations and act as liaison to ensure appropriate equipment, rooms, and seating are available.  Arrange for catering at training events.  Make travel arrangements for Program Leader.  Contact prior participants via phone calls and emails to remind them of registration deadlines.  Apply for continuing education credits with the Oregon Department of Agriculture, and others as appropriate, for participants.  Assist with on-site logistics at one to three large training events each year.  30% Record Processing Maintain Salesforce Customer Relationship Management System, make changes to clientele data (such as payment status, contact information, registration/attendance status, organization name) as needed.  Track training registration changes.  15% Bookkeeping Receive checks and/or cash from the Program Leader, track payments and deliver these payments to Agricultural Sciences and Marine Sciences Business Center (AMBC).  Mail invoices to attendees, receive invoices from contracted-trainers and vendors, and deliver invoices to AMBC.  Responsible for set up of caterers as vendors with AMBC.  10% Information and Assistance Responds to inquires via telephone and email about training events or directs inquires as necessary.  Provides information to general public and institutions about available services.  10% Word Processing Transcribe/tabulate training evaluations.  5% Other duties as assigned |
| **Minimum Qualifications** | Completion of courses or training in Office Technology; OR One year of general clerical experience which included typing, word processing, or other generation of documents; OR An equivalent combination of training and experience. |
| **Additional Required Qualifications** | Completion of courses or training in Office Technology; OR One year of general clerical experience which included typing, word processing, or other generation of documents; OR An equivalent combination of training and experience.  Proficiency in the use of Microsoft PowerPoint, Excel, and Word or comparable software programs.  Demonstrated ability to communicate effectively orally and in writing.  Demonstrated ability to work independently and cooperatively within a team; maintain schedules and meet deadlines.  Excellent attention to detail.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months.  A demonstrable commitment to promoting and enhancing diversity. |
| **Preferred (Special) Qualifications** | Experience in planning/organizing events.  Experience in education or outreach programs. |
| **Working Conditions / Work Schedule** | Work hours are flexible (4-16 hours per week), with the exception of peak times during the annual school IPM coordinator training season.  Frequent interaction with clientele via email and phone.  Work at a computer.  Operate a Motor Pool vehicle.  Travel to training sites up to three times per year. |
| **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** | P01300CT |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 01/22/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 12/08/2017 |
| **Full Consideration Date** | 12/19/2017 |
| **Closing Date** | 01/01/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | To ensure full consideration, applications must be received by 12/19/2017. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice 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.  Typically, the starting salary is at the lower end of the salary range.  For additional information please contact: Tim Stock at tim.stock@oregonstate.edu  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.  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**

**Optional Documents**