**Office Specialist 2**

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**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. Typically, the starting salary is at the lower end of the salary range. For additional information please contact: Cynthia Lopez at Cynthia.Lopez@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 Lang, Culture & Soc (CLA) |
| **Classification Title** | Office Specialist 2 |
| **Job Title** | Office Specialist 2 |
| **Appointment Type** | Classified Staff |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 25 |
| **Appointment Basis** | 12 |
| **Pay Method** | Hourly |
| **Min Salary** | $2407 |
| **Max Salary** | $3493 |
| **Employment Category** | Limited Duration |
| **Position Summary** | This recruitment will be used to fill one part-time (approximately 10 hours per week) Office Specialist 2 position for the School of Language, Culture and Society at Oregon State University (OSU). This is a limited duration appointment expected to last approximately 18 months from the appointment begin date.  OREGON STATE ADVANCE is a National Science Foundation grant funded in the fall of 2014. The primary goal of OREGON STATE ADVANCE is to serve as a catalyst for advancing the study and practice of equity, inclusion, and justice for women and others from historically underrepresented groups in the academy.  OREGON STATE ADVANCE is seeking an Office Assistant for the remainder of the 5-year grant, which is currently at the beginning of its fourth year. The Office Assistant provides day-to-day administrative support for the project as well as engaging in special projects as needed. They are an integral part of the ADVANCE office team and will primarily be engaged with scheduling rooms, catering, and travel as needed; website design and updates, social media campaigns, transcription of research materials, and other activities as needed. |
| **Position Duties** | 30% Website design and update Make requested changes to website such as writing and publishing new featured stories. Web page update. Create new web pages and populate with content in consultation with Project Manager. Assist Project Manger in writing, and posting social media stories related to OREGON STATE ADVANCE’s goals. Monitor ADVANCE-related content in the news and at OSU and post.  30% Catering, Room, and Travel reservations Order catering for OREGON STATE ADVANCE events. Manage the events budget. Reserve rooms for events Request travel reservations for members of the ADVANCE team and colleagues. Reconciliation events expenses.  20% Record Processing: Transcribe research interviews.  20% Secretarial and administrative : Assist Project Manager with writing project plans and reports. |
| **Minimum Qualifications** | Two years of general clerical experience. One year of which included typing, word processing, or other experience generating documents; OR An Associate’s degree in Office Occupations or Office Technology; OR Graduation from a private school of business with a Certificate in Office Occupations or Office Technology and one year of general clerical experience. College courses in Office Occupations or Office Technology will substitute for the required experience on a year-for-year basis. |
| **Additional Required Qualifications** | Demonstrable experience designing, updating, and/or formatting Drupal websites.  Familiarity with, and experience using, OSU’s catering, travel, and room reservation systems.  Demonstrated familiarity with Social Justice concepts.  Transcription experience.  Proficiency in using MS Word.  Excellent writing and communication skills.  Excellent proofreading skills and attention to detail. |
| **Preferred (Special) Qualifications** | Has taken and passed the CITI training on Ethical Use of Human Subjects in Research within the past three years.  Strong organizational skills.  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** | P01295CT |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 12/18/2017 |
| **Anticipated Appointment End Date** | 07/31/2019 |
| **Posting Date** | 12/06/2017 |
| **Full Consideration Date** |  |
| **Closing Date** | 12/15/2017 |
| **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.  Typically, the starting salary is at the lower end of the salary range.  For additional information please contact: Cynthia Lopez at Cynthia.Lopez@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**

**Optional Documents**