**AABC Accounting Assistant Univ Plaza**

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

Submit Cover letter and Resume to this posting. For additional information please contact Aimee` Sims at Aimee.sims@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 2 years. 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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| **Position Title** | Student Support Services |
| **Job Title** | AABC Accounting Assistant Univ Plaza |
| **Appointment Type** | Student Employee |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Min Hourly Rate** | $10.25 |
| **Max Hourly Rate** | \* |
| **Position Summary** | This position will be a great opportunity to prepare for a professional work environment, especially in the accounting and finance fields. AABC is fully committed to student employee professional development. Selected candidate will receive in-person training, online training, on the job instruction, and the ability to attend formal training seminars, workshops, and meetings.  This recruitment will be used to fill one part-time (a maximum of 20 hours per week) student support position for Aux & Activities Business Center at Oregon State University. |
| **Position Duties** | AABC Accounting Assistants within the AABC University Plaza/Accounting team perform general office work including scanning and indexing documents, entering invoices/journal entries, creating and running financial reports/queries, creating and maintaining process documentation/forms, research policies, develop proposals, and perform mail run deliveries to other departments on campus. Accounting Assistants will also provide support to management on special projects. |
| **Minimum Qualifications** | Employment Eligibility Requirements (<http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements>) |
| **Additional Required Qualifications** | 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 2 years. |
| **Preferred (Special) Qualifications** | Majoring in Business Administration, Accounting, Finance, Economics or other related field. |
| **Working Conditions / Work Schedule** | The student worker may be required to work up to an approximate 20 hours per week. |

**Posting Detail Information**

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| **Posting Number** | P03444SE |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 04/16/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/15/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 03/30/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / Student - open to ALL qualified/eligible students |
| **Special Instructions to Applicants** | Submit Cover letter and Resume to this posting. For additional information please contact Aimee` Sims at Aimee.sims@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 2 years. 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. Resume
2. Cover Letter

**Optional Documents**