**Third Party Billing Clerical Assistant**

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

When applying you will be required to attach the following electronic documents: 1) A Resume/Vita 2) A cover letter indicating how your qualifications and experience have prepared you for this position. For additional information please contact: Jon Bickler at jon.bickler@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. Note: All job offers are contingent upon Human Resources final approval. 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.

**Position Details**

**Position Information**

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| **Position Title** | Student Clerical |
| **Job Title** | Third Party Billing Clerical Assistant |
| **Appointment Type** | Student Employee |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 50 |
| **Appointment Basis** | 12 |
| **Min Hourly Rate** | $10.25 (Standard); $10.00 (Non-Urban); $11.25 (Portland Metro) |
| **Max Hourly Rate** | $12.25 (Standard); $12.00 (Non-Urban); $13.00 (Portland Metro) |
| **Position Summary** | This recruitment will be used to fill one part-time (a maximum of 20 hours per week) Student Clerical position for the office of Business Affairs at Oregon State University (OSU).  This position is responsible for assisting Third Party Billing staff with Sponsor account maintenance.  Assisting students with their accounts, explaining balances, providing information about our policies and procedures and directing students to other offices for assistance. Reference FERPA, OSU, State and Federal policies and guidelines regarding student accounts. |
| **Position Duties** | 60%- Administration Support- Assist sponsors and students with general information about their account and third party billing policies. Deposit/application of payments. Assist in formating contract invoicing. Formatting and updating Excel reports. Research financial holds for students on support or contracts.  15%-Scanning and document verification- scan third party contracts and financial guarantees into NOLIJ.  15%- Outside Scholarships- preparing received funds for processing by accounting staff. May include copying, researching student ID’s, and disbursement schedule allocation.  5%-Email screening- third party email, looking for incoming contracts, printing contracts, and notating student ID’s in preparation for processing by the accounting staff.  5%-Other duties as assigned. |
| **Minimum Qualifications** | Employment Eligibility Requirements (<http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements>) |
| **Additional Required Qualifications** | Familiarity with general office software, such as MS Word, Excel and Outlook. Prior work experience in office, academic, retail, or similar environment. Communication skills. Sophomore standing or higher.  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. |
| **Preferred (Special) Qualifications** | Employment duration: Minimum one year desired. |
| **Working Conditions / Work Schedule** | Busy office environment seated or standing at a service window computer workstation. |

**Posting Detail Information**

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| **Posting Number** | P03453SE |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 04/16/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/19/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 04/02/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / Student - open to ALL qualified/eligible students |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A Resume/Vita  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  For additional information please contact: Jon Bickler at jon.bickler@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.  Note: All job offers are contingent upon Human Resources final approval.  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. |

**Supplemental Questions**

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

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**