**Student Clerical**

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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: Meredith Wade at 541-737-0730 or email: meredith.wade@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** | Student Clerical |
| **Appointment Type** | Student Employee |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **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 with the University Administrative Business Center (UABC) at Oregon State University (OSU). |
| **Position Duties** | • Scan document into imaging system (NOLIJ) • Match and upload documents from Network Folders into NOLIJ • Enter Invoices and Journal Vouches into Banner • Purchasing Card distribution in Banner (Financial System) • Daily courier to central administration offices  • Assist customers at the front desk  • Filing  • Deliver document to other campus locations within walking distance  • Special Projects |
| **Minimum Qualifications** | Employment Eligibility Requirements (<http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements>) |
| **Additional Required Qualifications** | • Previous customer service experience  • Organized and ability to pay attention to details  • Time management experience  • 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. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |
| **Preferred (Special) Qualifications** | • A demonstrable commitment to promoting and enhancing diversity.  • Majoring in business administration, finance, accounting or a related field.  • Strong desire/enthusiasm and willingness to learn. |
| **Working Conditions / Work Schedule** | • To be determined by hiring unit. Conditions vary depending on location.  • Work may be performed in an office, in a sports or theater venue, or across campus locations.  • May be required to maneuver up to 25 pounds of weight including boxes of paper, files and/or packages for delivery. |

**Posting Detail Information**

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| **Posting Number** | P03386SE |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 04/09/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/07/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 04/01/2018 |
| **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: Meredith Wade at 541-737-0730 or email: meredith.wade@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**