**Student Clerical (HRPP Student Employee)**

**|**

**|**

**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: 1. What is your anticipated graduation date? 2. Are you looking for short or long term employment? 3. Are you available to work year round, including summer term? 4. How many hours per week do you want to work? 3) Provide contact information for 3 references; at least one must be from a former supervisor for a paid position, internship, or volunteer position. Other references may be academic. If you have any questions please contact Lisa Levanthal at lisa.leventhal@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.

**Position Details**

**Position Information**

|  |  |
| --- | --- |
| **Position Title** | Student Clerical |
| **Job Title** | Student Clerical (HRPP Student Employee) |
| **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 a week) Student Clerical position for the VP for Research Department at Oregon State University (OSU).  All student work will be closely monitored by HRPP staff. The student is expected to use appropriate judgment with regard to issues that can be managed at their level and those that require input from colleagues. This position requires minimal decision making.  Under the direction of the Human Research Protections Program (HRPP) Administrator, HRPP students play a critical role in office productivity.  The student employee processes the majority of correspondence from researchers and ensures that the HRPP staff is made aware of new submissions for review in a timely manner.  Because of the position’s public component, the student must demonstrate excellent interpersonal skills, and a positive, collaborative approach in order to problem-solve effectively. The student must be able to follow numerous complex steps and apply the appropriate procedures to widely varying submissions and circumstances. |
| **Position Duties** | o Filing o Copying o Scanning o Processing email o Data entry o Email notices o Answer phones o Special projects as assigned |
| **Minimum Qualifications** | Employment Eligibility Requirements (<http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements>) |
| **Additional Required Qualifications** | o Exceptional attention to detail o Superior organizational skills o Excellent communication and customer service skills o Work well as part of a team o Proficiency required in the following Microsoft programs: Outlook, Word, and Excel o Must be available at least 15 hours per week o Must be available to work year round, including summer term |
| **Preferred (Special) Qualifications** | Experience with MS Access |
| **Working Conditions / Work Schedule** | 20 hours p/week; office environment. |

**Posting Detail Information**

|  |  |
| --- | --- |
| **Posting Number** | P03437SE |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 04/09/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/15/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 04/06/2018 |
| **Indicate how you intend to recruit for this search** |  |
| **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:  1. What is your anticipated graduation date? 2. Are you looking for short or long term employment? 3. Are you available to work year round, including summer term? 4. How many hours per week do you want to work?  3) Provide contact information for 3 references; at least one must be from a former supervisor for a paid position, internship, or volunteer position. Other references may be academic.  If you have any questions please contact Lisa Levanthal at lisa.leventhal@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. |

**Supplemental Questions**

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

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter
3. Other Document 1 (see Special Instructions)

**Optional Documents**