**Student eBay/Online Sales Worker**

**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. Please also include your student ID number. 3) Please include your Winter and Spring terms work availability. You may upload your work availability as Other Document 1, if needed. For additional information please contact: John.Deuel@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 OAR 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.

**Position Details**

**Position Information**

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| **Position Title** | Student Clerical |
| **Job Title** | Student eBay/Online Sales Worker |
| **Appointment Type** | Student Employee |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 50% |
| **Appointment Basis** | 12 |
| **Min Hourly Rate** | $10.25 (Standard) |
| **Max Hourly Rate** | $12.25 (Standard) |
| **Position Summary** | This recruitment will be used to fill 2 part-time (a maximum of 20 hours per week) Student Clerical positions for the Procurement, Contracts and Materials Management (PCMM) Department at Oregon State University.  The Procurement, Contracts and Materials Management Student eBay/Online Sales position supports the daily posting of online sales, including shipping and follow-up on purchases. This position supports the Property Specialist 3-Online Sales. |
| **Position Duties** | 65% ONLINE SALES Assists Property Specialist to post items online on eBay and LabX, including preparing items for shipping. Assists with keeping online sales and shipping areas clean and organized.  25% WAREHOUSE SUPPORT Assists customers on the phone and during weekly OSUsed surplus sales. Utilizes cash handling procedures. Provides excellent customer service for in person and phone sales.  10% Other duties as assigned. |
| **Minimum Qualifications** | Employment Eligibility Requirements (<http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements>) |
| **Additional Required Qualifications** | The Materials Management unit supports the sustainability objectives of OSU. The staff and students work with departments to assure that OSU is a leader in reuse and recycling. This requires:  A commitment to recycling. Excellent customer service. Experience posting items online. Good writing skills. Attention to detail and following instructions is important to meet our customer expectations. Ability to safely lift, carry, push, pull and move objects weighing up to 50 lbs. Safety is important for all workers. Enrollment in OSU or LBCC for a minimum of 6 credit hours. 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 OAR 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. |
| **Preferred (Special) Qualifications** | Knowledge of scientific and electronic equipment. Working knowledge of databases. Retail Sales experience. Experience using material handling equipment. |
| **Working Conditions / Work Schedule** | Be available to work 10-20 hours per week, with some availability Tuesday evenings and occasional weekends for special events. Warehouse hours are Monday – Friday, 8:00 am to 5:00 pm. Shift hours are flexible, ideally in blocks of four hours. Full time work may be available during breaks and summer term.  Willing to work in warehouse environment with varying, sometimes extreme temperatures and/or weather. |

**Posting Detail Information**

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| **Posting Number** | P03316SE |
| **Number of Vacancies** | 2 |
| **Anticipated Appointment Begin Date** | 04/02/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 02/22/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 02/28/2018 |
| **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. Please also include your student ID number.  3) Please include your Winter and Spring terms work availability. You may upload your work availability as Other Document 1, if needed.  For additional information please contact: John.Deuel@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 OAR 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. |

**Supplemental Questions**

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

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Other Document 1 (see Special Instructions)