**Student Warehouse and Receiving Worker**

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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. Please also include your student ID number. 3) Please include your Spring term 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 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. This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per OSU Standard 576-056-0000 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the Motor Vehicle Check Requirement.

**Position Details**

**Position Information**

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| **Position Title** | Student Facilities/Maintenance |
| **Job Title** | Student Warehouse and Receiving Worker |
| **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** | $14.25 (Standard); $14.00 (Non-Urban); $15.00 (Portland Metro) |
| **Position Summary** | This recruitment will be used to fill one (1) part-time (a maximum of 20 hours per week) Student Warehouse and Receiving Worker position for Procurement, Contracts and Materials Management (PCMM) Department at Oregon State University.  The Procurement, Contracts and Materials Management Student Warehouse & Receiving Worker supports the daily warehouse operations. This includes picking up items from various campus locations, receiving, pricing, organizing and moving warehouse inventory. This position assists with minor furniture repairs, “upcycling” inventory, and creatively displaying surplus items for re-sale. This position supports the Property Specialists for Warehouse and Receiving. |
| **Position Duties** | 75% WAREHOUSE AND RECEIVING SUPPORT This position receives inventory including items for housewares, furniture, scientific surplus, office supplies and eBay online sales. This position sorts and prices surplus items and drives a variety of state owned vehicles to pick up surplus at various campus locations. Assists with twice weekly OSUsed Store Sales that may include cashiering, assisting customers and assisting in the yard, as needed.  15% UPCYCLE SURPLUS Surplus receives a wide variety of items in various states of condition. This position finds alternative uses for items and upcycles them for re-sale. Uses creativity and resources on hand to create, display and share ideas with customers on alternative uses for items. Makes small furniture repairs as needed.  10% Other duties as needed. |
| **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. Attention to detail and following instructions is important to meet our customer expectations. Willingness to learn to drive a fork lift. Ability to safely lift, carry, push, pull and move objects weighing up to 50 lbs. Safety is important for all workers. Experience with minor furniture repairs. Some of the work may be outside, entering a variety of buildings and driving large vehicles. Requires a lot of standing and moving and a willingness to get dirty. A valid driver’s license and a clean driving record. 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.  This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions (as per Voluntary and Compulsory Driver Standards OAR 125-155-0200) as per OAR 576-056-000 et seq. |
| **Preferred (Special) Qualifications** | Experience creatively re-purposing or “upcycling” used items.  Experience driving large vehicles.  Knowledge of moving equipment with hand trucks, pallet jacks and dollies.  Experience in retail sales, including pricing, stocking and merchandising of inventory.  A demonstrable commitment to promoting and enhancing diversity. |
| **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. Ideally, this position is scheduled in 4 hour shifts, from 8:00 am-12:00 pm or 1:00 pm -5:00 pm. 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** | P03467SE |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 04/16/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/21/2018 |
| **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. Please also include your student ID number.  3) Please include your Spring term 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 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.  This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per OSU Standard 576-056-0000 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the Motor Vehicle Check Requirement. |

**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)