Please see Special Instructions for more details.

When applying, please complete the following: 1) Complete online application 2) Email a copy of your resume and cover letter to lauren.farmen@oregonstate.edu. For additional information please contact: Lauren Farmen at lauren.farmen@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, and 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
Appointment Type: Student Employee
Job Location: Corvallis
Appointment Percent: 100
The School of CCE is seeking a Corporate Customer Service Representative for the summer 2019 and during the 2019-2020 academic year. This recruitment will be used to fill one to two part-time (4 to 8 hours per week) Student Support Services position(s) to support the School of Civil and Construction Engineering at OSU in a professional office.

Position Summary

- Utilizing Salesforce to perform maintenance of stakeholder database by searching via the internet reviewing spreadsheets and existing databases to determine accurate contact information.
- Contact stakeholders via telephone and email.
- Assist Industrial Relations Coordinator with preparation of CCE events.

Minimum Qualifications

- Must possess excellent communication skills, both written and verbal and the ability to, effectively write emails to industry partners.
- Interest and/or competency in social media and networking tools (e.g. Facebook, LinkedIn, Twitter)
- General knowledge of corporate organizational structures.
- A self-starter who is motivated and takes initiative.
- Ability to work independently, as well as collaboratively as part of a team.
- Dependable and reliable; positive attitude.
- Majoring or minoring in Computer Science or Business Administration.
- Experience with Microsoft Word, Excel, PowerPoint, Salesforce, or other CRM platforms.
- Other office and event related duties as assigned
- Must be able to lift up to 25 lbs.

Additional Required Qualifications

- Employment Eligibility Requirements (http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements)

Preferred (Special) Qualifications

- A demonstrable commitment to promoting and enhancing diversity.
- Interest and/or competency in social media and networking tools (e.g. Facebook, LinkedIn, Twitter)
Number of Vacancies 1 - 2
Anticipated Appointment Begin Date 06/17/2019
Anticipated Appointment End Date 06/30/2020
Posting Date 05/28/2019
Full Consideration Date
Closing Date 06/28/2019
Indicate how you intend to recruit for this search Competitive / Work Study - open to qualified/eligible Work Study students only

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Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

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Notice of Availability:
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,
Oregon State University publishes Annual Security and Fire Safety Reports for each of the four Oregon State campuses: Corvallis, Cascades, HMSC, OSU at EOU. These reports include current security policies plus crime and fire statistics for the previous three calendar years. Contact information for various campus and community resources related to crime prevention and survivor assistance is in the body and appendix of the reports.

Paper copies for the Corvallis campus are available at 200 Cascade Hall, 601 SW 17th St., Corvallis, OR. If you prefer, you may request a copy by emailing HR.Compliance@oregonstate.edu. This report is available without charge.