

Position Description

POSITION PROFILE

Position Title: Shipping & Receiving Student Worker

EOU Department/College: Shipping & Receiving

EOU Supervisor Title: Lynn Paulson

Typical Job Duration: Academic year, potentially including summer depending on departmental needs.

Job Level: \$13.20 / hour, Level 1

Type of Schedule/Typical Hours: Part-time; the position requires availability between 1:30 PM and 3:30 PM from Monday through Friday. Additional hours may be scheduled based on departmental needs, particularly during peak periods like the beginning and end of academic terms.

Typical Number of Hours Per Week: 10-15 hours, with flexibility to increase during busy periods.

POSITION INFORMATION

Student Position Description Summary:

Assist EOU Shipping & Receiving sorting, delivery of daily student and departmental on-campus and off-campus mail. Coordinate and oversee time, content and fiscally sensitive communications.

Job Duties/Responsibilities/Essential Functions:

- Work one on one with the Shipping & Receiving Staff daily on various projects and tasks
- Utilize standard and specialized office technologies and equipment to input, track and report daily postage and shipping
- Assist in the daily and weekly logistics
- Engage EOU community with shipping and receiving needs
- Maintain professional demeanor at all times and accept EOU's mission, values, and goals. As such, you will be able to demonstrate a commitment to fostering and supporting an environment that honors diversity, equity, and inclusion

HIRING CRITERIA

Minimum Qualifications:

- Attending EOU and enrolled in at least 6 Undergraduate credits per term (on campus or online)
- In good academic standing
- Federal Work Study Award recommended
- Must have a current and valid driver license and be able to pass a driving record check
- Must be available between 1:30 – 3:30, Monday thru Friday to assist in delivering campus mail

Preferred Qualifications:

- Excellent interpersonal and customer service skills when working with both colleagues, students, and the public
- Prior work in an office setting or similar work environment preferred, but not required
- Professional work ethic and independent time management skills
- Strong critical thinking skills and the ability to respond quickly
- Flexibility and positive attitude about working in a fast-paced environment
- Detail oriented on various tasks and projects
- Demonstrated experience working with diverse student and community populations

Desired Knowledge, Skills & Abilities:

- Proficiency in using technological tools for logistics management, such as inventory software or databases.
- Excellent interpersonal and customer service skills to interact effectively with colleagues, students, and the public.
- Strong organizational skills with a detail-oriented approach to handling multiple tasks and projects.
- Ability to work independently and as part of a team in a fast-paced environment.
- Experience in handling confidential and sensitive information with discretion.

STUDENT LEARNING OUTCOMES

As a result of completing this internship, the student will:

Academic Learning Outcomes:

- Apply knowledge from coursework in logistics, supply chain management, or business administration to real-world shipping and receiving operations.

Industry Learning Outcomes:

- Gain hands-on experience in logistics and postal services, preparing for potential careers in these fields.

Career-Readiness Learning Outcomes:

- Develop critical skills such as time management, problem-solving, and effective communication, which are vital for success in any professional environment.

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities. Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework