

Position Description

POSITION PROFILE

Position Title: Stockroom Assistant (spring break)

EOU Department/College: Science Stores – College of Science

EOU Supervisor Title: Cuylar Whalon, Science Lab Preparator

Typical Job Duration: 3/25/2024 – 3/29/2024

Job Level: \$14.20/hour as of August 2023, Level 2

Type of Schedule/Typical Hours: Full-time; 8 hours per day, typically from 8 AM to 5 PM with an hour lunch break.

Typical Number of Hours Per Week: 40 hours for the week of spring break (3/25/2024 – 3/29/2024).

POSITION INFORMATION

Student Position Description Summary:

Looking to make some quick cash over spring break? The Stockroom Assistant position offers a great opportunity to earn money fast for a week! The Stockroom Assistant will be responsible for assisting the Science Lab Preparator and Scientific Instrument Technician with data entry/inventory in the Physics Lab. Successful applicants must be proficient in data entry and be able to work every day of spring break 3/25/2024 – 3/29/2024. Students who apply for this role should expect to work 40 hours.

Job Duties/Responsibilities/Essential Functions:

- Perform data entry to manage inventory records accurately.
- Assist in the organization and categorization of laboratory supplies and equipment.

- Support the technical staff in maintaining the operational readiness of the Physics Lab.
- Work 40 hours between 3/25/2024 and 3/29/2024.

HIRING CRITERIA

Minimum Qualifications:

- Current EOU student enrolled in at least 6 credits for the spring term.
- Must be in good academic standing with a minimum GPA of 2.5 preferred.
- Demonstrated oral and written communication skills.
- Proven ability to perform detailed data entry tasks.

Preferred Qualifications:

- Previous experience in inventory management or in a laboratory setting.
- Strong organizational skills and attention to detail.

Desired Knowledge, Skills & Abilities:

- Proficiency in using database and inventory management software.
- Ability to work independently and efficiently under tight deadlines.

STUDENT LEARNING OUTCOMES

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

Academic Learning Outcomes:

- Develop practical skills in managing laboratory inventory systems.
- Gain an understanding of the logistical operations within a scientific laboratory environment.

Industry Learning Outcomes:

- Acquire hands-on experience in inventory management and data entry that are crucial for laboratory operations.

Career-Readiness Learning Outcomes:

- Enhance organizational and communication skills critical for professional success in any technical or scientific field.

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