

**Office of the Dean / Student Services
Student Worker Position Description
Duties, Responsibilities, Expectations**

Supervisor: Patrick Kamins, Dr. Sue Tornquist

Work assigned by: any staff member. Staff will determine work priorities

Qualifications: Possess excellent computer skills, especially with Word and Excel. Possess office experience, writing and public contact skills. Preference will be given to students with more than a year of study at OSU remaining. (note: pre-vet students may not work in this office.)

Admissions processing:

Open transcript and application mail, date stamp, put in alpha order. Create applicant file folders and labels. Follow procedures for tracking and maintaining admissions files. Trainer – Patrick and current student worker(s)

Student Services:

Follow procedures established for tracking senior papers, preceptorships, grade spreadsheet updates, graduation clearance, dean's list congratulations letters, posting flyers.

Dean's Office filing:

Keep all filing up to date

Other projects:

Assist staff with mailing projects, letter merges, opening mail etc.
Back up to reception, answer phones, greet visitors, etc.

Weekly:

Dust – dean's office, window ledges, conference table
Straighten the work areas, refill pens, pencils, paper-clips if low
Wipe all surfaces in back room area; clean dishes and sink
Fill printer and copier and fax paper trays
Empty recycle boxes in offices to bags, take miscellaneous cardboard boxes to recycling

Expectations:

Wear appropriate office attire (no jeans or shorts); call in in-advance if you cannot work at your assigned time; adhere to office and university policies particularly regarding confidentiality.

Hours:

Up to 20 hours per week during fall, winter and spring terms. Full time summer term.

Preference will be given to applicants who can continue in this position for future terms.

To apply, send an email to:

PATRICK P. KAMINS, M.S

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