

Position Description

POSITION PROFILE

Position Title: Stockroom Assistant

EOU Department/College: College of Science

EOU Supervisor Title: Cuylar Whalon- cwhalon@eou.edu

Typical Job Duration: Academic Year, approx. 34 weeks

Job Level: \$14.20/hour, Level 2

Type of Schedule/Typical Hours: Part-Time Flexible

Typical Number of Hours Per Week: 10 Hours

POSITION INFORMATION

Student Position Description Summary:

The Stockroom Assistant is responsible for assisting the Science Lab Preparator and the Scientific Instrument Technician with inventory management and data entry tasks in the Physics Lab. This position offers intensive engagement for students interested in gaining experience in laboratory operations and logistics.

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.

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