

Position Title	Safety and Inspection Assistant
Job Title	Student Office Worker
Appointment Type	Student Staff
Job Location	UHDS Central Office
Department	University Housing & Dining Services
Position Summary	<p>The UHDS Safety and Inspection program at UHDS provides professional, courteous, and knowledgeable service and training to all internal and external customers; manages the Fire Prevention and Protection Program (FP&P), Safety Compliance Program (including playground equipment, dining and maintenance equipment), Energy Conservation Program, Occupational Safety and Workplace Ergonomics Program, Integrated Pest Management Program, and Emergency Response/Disaster Management Program.</p> <p>University & Community: OSU is one of only two American universities to hold the Land-, Sea-, Sun- and Space-Grant designations and is the only Oregon institution recognized for its "very high research activity" (RU/VH) by the Carnegie Foundation for the Advancement of Teaching. OSU is comprised of 11 academic colleges with strengths in natural resources, earth dynamics and sustainability, life sciences, entrepreneurship and the arts and sciences. OSU has facilities and/or programs in every county in the state, including 12 regional experiment stations, 41 county extension offices, a branch campus in Bend, a major marine science center in Newport, and a range of programs and facilities in Portland. OSU is Oregon's largest public research university, conducting more than 60 percent of the research funded throughout the state's university system.</p> <p>The university has an institution-wide commitment to diversity, multiculturalism and community. We actively engage in recruiting and retaining a diverse workforce and student body that include members of historically underrepresented groups. We strive to build and sustain a welcoming and supportive campus environment. OSU provides outstanding leadership opportunities for people interested in promoting and enhancing</p> <p>A personal and professional commitment to providing excellent customer service and creating inclusive environments is a core value of University Housing and Dining Services.</p>
Minimum Qualifications	<p>Applicants must maintain current student status with OSU, and maintain a 2.5 GPA. These positions require good judgment, motivation, self-starting abilities, energy, commitment, caring, self-discipline, knowledge of campus resources, sensitivity to racial and cultural diversity and common sense. Overall job effectiveness is tied to the ability to establish and maintain credibility and good rapport with all residents and fellow staff members, while offering the highest quality of customer service.</p>

Customer Service Representatives are expected to affirm and uphold University policies that help create and maintain non-discriminatory campus and living group environments. They must be responsive regarding issues of multiculturalism, sexism, racism, gender, sexual orientation, lifestyle, and disability.

Position Duties

I. Customer Service

- a. Maintains positive customer service relationships by upholding the culture of P.R.I.D.E. in customer service within the Service Center, emphasizing:

Presentation:

Send a message of pride in your presentation

Responsiveness:

See interruptions as meaningful interactions

Individualized Attention:

Create an opportunity for a future interaction

Developed Systems:

Perform promised service dependably and accurately

Execute our Mission:

Ensure we provide the #1 choice for housing and dining

II. Operational

- a. Conduct fire/life safety, physical security, occupational safety, pest management, and playground equipment inspections in conjunction with the Safety and Inspection Coordinator.
- b. Assist with maintaining fire extinguisher inventory and annual testing
- b. Assist with ensuring MSDS documentation is up to date and in appropriate locations
- c. Assist with energy resource audits and facility resource use inspections
- d. Respond to trouble calls related to recycling overflow
- e. Support development and implementation of training programs related to fire safety, workplace safety, integrated pest management, resource and energy conservation
- f. Assess inspection reports and identify action in conjunction with Safety and Inspection Coordinator

III. Security

- a. Reports solicitors and other unauthorized persons within the facility.
- b. Assists/reports persons regarding harassment issues.
- c. Reports emergencies and accidents to appropriate departments.
- d. Reports lost keys due to security risk.
- e. Assists all Law Enforcement Agencies when necessary and within OSU policy and procedure.
- f. Maintains the confidentiality of records as stipulated in FERPA (Family Educational Rights and Privacy Act)

IV. Staff Relations and Staff Development

- a. Participates in Housing Operations staff meetings as scheduled by the Safety and Inspection Coordinator.
- b. Attends pre-opening training program sessions.
- c. Attends training programs conducted throughout the academic year.
- d. Develops positive working relationships with the Housing Operations staff, Service Center and Central Office Customer Service Representatives, Residence Hall Directors, and co-workers. Treats all staff members, other department staff, and

	<p>customers with courtesy, respect and consideration. Functions as a team player in the office environment.</p> <p>VI. Administrative Duties</p> <ul style="list-style-type: none"> a. Is thoroughly familiar with the office policies, as described in the Office manual, and with <i>Student Policy and Information Guide</i> as well as the University's "Student Conduct Regulations" guide. b. Is knowledgeable about University and Department organizational structure to the extent that residents' questions can be readily answered or referred to appropriate personnel. c. Is knowledgeable about the principles of community and citizenship in the residence halls and cooperative houses. d. Conducts himself/herself in a friendly, helpful, businesslike manner and treats those seeking assistance with courtesy, respect and consideration at all times.
Internal or External Search	External - open to all qualified student applicants
Special Instructions to Applicants	<p>Must be able to climb stairways and lift a minimum of 50 pounds.</p> <p>Finalists for this position may be required to complete a criminal history questionnaire. Offers of employment will be contingent upon a satisfactory criminal history check.</p> <p>OSU is an AA/EOE.</p>
Revision Date	5/8/2007