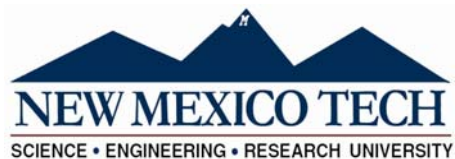


Posted: August 5, 2020



POSITION ANNOUNCEMENT

TITLE: DEPARTMENT SPECIALIST

DEPT: IRIS/ PASSCAL

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$15.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: August 13, 2020* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

The primary responsibility to assist with the import/export of PASSCAL Instrument Center controlled equipment. This task includes: liaise with carriers, brokers, and logistics agents; prepare import/export documentation; provide shipping support to PASSCAL staff and principal investigators; and record keeping for shipments of PASSCAL equipment. As a secondary responsibility this position will provide administrative assistance. This task can include: assisting with staff travel including arrangements, requisitions and expense reports; reception/front desk responsibilities; maintain scheduling and event calendar; and interface with other campus departments to support staff and visitors.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math required. 3-5 years progressive administrative experience required. Demonstrated proficiency with Microsoft Office Suite required. Excellent written and verbal communication skills required. Ability to self-motivate and work independently required. Excellent organizational skills required. Shipping experience desired.