Do multiple individuals hold this position at one time?  □ Yes  □ No

Number of positions available: 1 - 2

Work Schedule
A student in this position can expect to work 2 - 5 more at start and end of term hours per day, 2 - 5 more at start and end of term hours per week.

The student will work □ Monday thru Friday □ Saturday □ Sunday □ any day of the week.

Hours are available during the following times of the day: any time .

Department/Position Overview
The storage coordinator manages the high security student storage areas. They are responsible for setting storage schedules, meeting students by appointment to store or retrieve items, maintaining the areas in a neat and organized fashion, tracking items left in storage by grads, and working closely with the supervisor to provide quality service for all students. It is critical that the student act in a responsible manner, are trustworthy and can work independently to meet student needs.

Description of Duties and Tasks
- Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- Conform to an established work schedule; reliably work set hours as assigned
- Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- Maintain the confidentiality of departmental/employee/student information
- Run errands on and/or off campus, including campus mail pick-up and delivery
- Perform light cleaning, departmental organization, and upkeep as required
- Work efficiently and accurately without immediate supervision
- Respond to student appointments for access to storage
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here:
- Assertive person who will enforce storage policies and ensure only items belonging to the student leave the storage area
- Reliable and ability to follow through on all tasks