** Open Position(s)**

Apply online at [www.osubeaverstore.com](http://www.osubeaverstore.com)/employment.html

**Position: OSU Beaver Store Team Members (Cashiers/Retail Clerks/Web Orders)**

**Department: Multiple**

**Location: Corvallis Store**

**Category/Status: S (STUDENT)**

**Start Date: July/August 2021**

**We are looking for students with flexibility and dynamic skill sets. Students will likely be utilized in multiple departments depending on skill sets and business needs.**

**RESPONSIBILITIES**

**Cashier/Retail Clerk:**

1. Provide Best in Class customer service, display a customer first mindset at all times
2. Be positive, friendly and always willing to help
3. Process transactions at POS
4. Contribute to a safe, healthy and productive work environment
5. Assist customers on sales floor and fitting rooms
6. Restock sales floor, assist Merchandisers
7. Use inventory system to locate items for customers
8. Process web orders (including online processing and pulling books/materials to fill orders)
9. Backup cashier/retail clerks when needed and as assigned
10. Perform other duties as assigned by Supervisor

**Loss Prevention Officer (LPO):**

1. Provide consistent, composed, professional communication and response in interactions with all individuals
2. Patrol company premises to protect against theft, vandalism, or other illegal activity
3. Apprehend individuals stealing or damaging company property
4. Interview suspects and witnesses to obtain all pertinent information
5. Assist in store closing procedures

**Required Knowledge Skills and Abilities**

**All Team Members:**

1. Demonstrated ability to effectively organize work and work areas for maximum productivity and efficiency
2. Demonstrated ability to follow established company directives, policies and guidelines
3. Demonstrated dependability in attendance and meeting deadlines
4. Demonstrated ability to work independently and share responsibilities with other staff
5. Demonstrated ability to effectively communicate in a professional manner
6. Demonstrated ability to use sound judgment when making decisions

**Cashier/Retail Clerk:**

1. Demonstrated ability to offer excellent customer service in person or over the telephone
2. Demonstrated ability to use computerized systems, including POS software
3. Demonstrated ability to maintain performance under pressure and handle difficult situations with customers in a positive manner

**LPO Positions:**

1. Demonstrated ability to use sound judgment and discretion
2. Demonstrated observation and interviewing skills
3. Demonstrated assertiveness, persistence, and ingenuity
4. Demonstrated ability to maintain composure, de-escalate and be responsive not reactive under pressure and in handling difficult situations

**Minimum Qualifications**

1. Student of Oregon State University, and
2. Availability to work flexible schedules including evenings and weekends as necessary. ***Must be able to work all football home games, special events and first week of each term.***
3. ***LPO Positions:*** *Will require DPSST Certification, if not certified must be able to be certified within 90 days of hire, store will pay for the certification.*

**Preferred Qualifications**

1. Knowledge of Oregon State University
2. Experience working in high volume, extremely busy retail environments
3. ***LPO Positions:*** *prefer experience and aptitude toward security and discreet observation*
4. ***Retail Clerks (Beaver Tech) Positions:*** *Awareness and use in a variety of hardware, e.g., Apple, PC*

***May be utilized in other departments and team member roles other than primary as business needs dictate.***

**Physical Demands:**  **Use a computer keyboard, read a computer screen.** Work on your feet for extended period’s daily. Bend, stoop, and lift up to 40 pounds

**2021 REQUIRED SPECIAL EVENT/GAME DAYS**

* Saturday, September 11, 2021 (Football game)
* Saturday, September 18, 2021 (Football game)
* Sunday, September 19-Sunday, September 26 (RUSH WEEK)
* Saturday, October 2, 2021 (Football game)
* Saturday, October 23, 2021 (Football game)
* Saturday November 13, 2021 (Football game)
* Saturday, November 20, 2021 (Football game)

**2022 Special events/game day calendar is distributed in early 2022.**