

OREGON MUSEUM OF SCIENCE AND INDUSTRY

Position Title: Facilities Administrative Volunteer Department: Facilities
Reports To: Facility Services Office Manager

POSITION SUMMARY: The Facilities Administrative Volunteer works under the supervision of the Facility Services Office Manager to provide support to the Facilities department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist paid staff with filing, invoice processing, keyboarding, and data entry
- Assist in keeping the office and mailroom spaces clean and organized
- Collect and count money from coat lockers on a weekly basis
- Assist paid staff with mail sorting and delivery/pick-up as needed
- Assist with mailroom copy, laminating and binding jobs as needed
- Assist with monitoring vendor, contractor, and staff entry at loading dock, as needed
- Assist with shipping and receiving services by receiving and logging incoming shipments, and providing assistance to staff with packages
- Special projects as needed

QUALIFICATIONS:

- Intermediate to advanced experience with Microsoft Word and Excel or similar programs
- Intermediate experience with Adobe Acrobat (PDF files)
- Experience using Microsoft Outlook
- Experience uploading, downloading, and exporting files
- Experience with filing (paper and electronic) and data entry
- Ability to learn new software and databases quickly
- Ability to maintain confidentiality.
- Self-directed, takes initiative, and detail-oriented.
- Must present a professional appearance and a friendly manner.
- Dependable, punctual, and willing to commit to a schedule, 6-8 hours a week which can be split between days.
- Schedule should be Monday-Friday, during business hours. Within that time frame, hours are flexible.

VOLUNTEER BENEFITS:

- Training and a lifelong learning experience.
- Admission for the volunteer to the museum, theater and planetarium shows, and submarine tours.
- An OMSI Family Membership upon completion of 50 hours of volunteer service.
- Discounts in the OMSI Science Store and on-site restaurants.
- The opportunity to meet many new people and learn more about OMSI.

For more information, contact Kristen Kraklow at kkraklow@omsi.edu or 503-239-7814.

V.3-27-19

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WORKING CONDITIONS:

- Physical Demands: 40% Sitting; 30% Standing; 30% Lifting/Carrying no more than 20 pounds; Pushing/Pulling no more than 30 pounds.
- Vision requirements include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left or right while eyes are fixed on a given point), depth and perception (three dimensional vision, ability to judge distance and spatial relationships), and ability to adjust focus (ability to adjust the eyes to bring an object into sharp focus).
- Work environment includes work near moving mechanical parts, fumes or airborne particles, caustic chemicals, and outdoor weather conditions.
- Noise level is moderate (examples: business office with computers and printers, light traffic) to loud (examples: metal can be manufacturing department, large earth moving equipment).

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