**Driver/Warehouse Helper**

Driver/Warehouse Helper, working under general supervision, duties may include, but are not limited to:

* Making deliveries and picking up items from various areas around campus. Assisting staff with packaging and preparation of equipment/items to move.
* Computer work (e.g. inventory control and adjustments) and/or general routine clerical work.
* Delivering equipment, setting up equipment, and disassembling equipment for various events on campus both on and off campus.
* Assisting EWU Surplus staff with pricing and sales of surplus equipment and/or materials.
* Assist with digital media/social media campaigns and customer service needs.
* Performing other duties as assigned in a receiving warehouse type working environment.

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work *insert days and hours per week. Schedules may be subject to change based on University need for events or engagements, which may include some night or weekend work.*

**Required Qualifications:**

Applicants must have a valid driver’s license.

Applicants must be able to occasionally lift/carry 50 lbs. Successful applicants will be required to complete safe lifting training upon hire.

Applicants must be able to work independently, reliable, responsive, organized, sensitive to the needs of a diverse population, willing to take direction and follow guidance.

Applicants must be detail oriented and able to enter data and work accurately.

Applicants must feel comfortable utilizing warehouse tools and equipment, including hand-trucks, delivery vehicles, lift gates, pallet jacks, dollies, ratchet straps, etc. Training will be provided for the use of necessary equipment and tools.

Applicants may need to possess, or be able to obtain, a WA State Food Handlers permit.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong communication skills, and emotional intelligence.  
  
Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**