Shipping and Receiving Associate

Description

Student Associate to assist full-time staff in the Shipping and Receiving Office of Applied Research Laboratories.

Qualifications

- **US Citizen:** Applicant selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information at the level appropriate to the project requirements of the position.
- Current enrollment in a college with undergraduate/graduate experience in position that requires business knowledge, particularly shipping and receiving.
- Experience in an administrative position with logistics, accounting or purchasing skills would be preferred.
- Demonstrated ability with Microsoft Office (Word/Excel) and network databases.
- Professional demeanor.
- Self-motivated; interested in learning new tasks with some physical exertion.
- Excellent oral/written communication skills.
- Able to work well with both internal and external customers.
- Physically able to lift electronics and fabrications weighing 40 pounds.

Approximate Hours per Week

40 hours per week during the summer session and possible part time employment during the long semesters.

Hourly Wage

$12.38/hr or more based on student classification and relevant experience.

Contact Information

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