



WEST VIRGINIA STATE
UNIVERSITY



Shipping and Receiving Assistant Physical Facilities

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

West Virginia State University is looking for a quality-oriented candidate for the position of Shipping and Receiving Assistant. This is a non-classified, essential, FLSA nonexempt, full-time, benefits eligible position. This position receives, sorts, records, stores, and issues a variety of supplies, equipment and other related items to support the operations of an institution's warehouse.

Responsibilities for the Shipping and Receiving Assistant

The Shipping and Receiving Assistant is responsible for performing a variety of shipping and receiving tasks such as receiving, inspecting and distributing supplies and equipment to various institutional departments and/or facilities. Job responsibilities require basic computer skills, as well as the ability to follow both oral and written directions. Work is performed under immediate supervision, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. May use pallet jacks, forklifts and other delivery equipment or vehicles. May perform other duties as assigned.

Requirements for the Shipping and Receiving Assistant

Must have a high school diploma or GED with at least 6 months of warehouse experience. Ability to lift, pull, push and carry up to 50lbs. is desired. Must possess a valid driver's license.

Salary Statement

This position is a pay-grade 2. The annual salary range for a pay-grade 2 position is \$22,200.00-\$35,400.00

To Apply

To be considered for this position, please submit your resume by October 8, 2020. This posting will remain open until filled; however, first consideration will be given to applications received by the October 8, 2020 deadline.

Please submit application materials via email, mail or in person to: hr@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

Contact

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Justin Cherry at 304.766.3156 or Justin.Cherry@wvstateu.edu.