



Student Business Support – Consolidation

Work Location: ATI Millersburg

Status: Part-Time

The Opportunity

ATI is Building the World's Best Specialty Materials Company™. We focus our advanced specialty materials technology, unsurpassed manufacturing capabilities, and innovative products to serve global end use markets with highly diversified and specialized product offerings. ATI is one of the largest and most diversified high performance specialty materials producers in the world. We have employees world-wide who use innovative technologies to offer growing global markets a wide range of high performance specialty materials solutions.

ATI Millersburg is seeking a Business Support Student to join our team. This student will provide support to ensure efficient operation of the Consolidation Division. This includes supporting managers and employees through a variety of tasks related to organization and communication.

Primary Responsibilities

Students in this position will gain valuable hands-on experience with business administration in an ever-changing metals industry. Some duties of this position include:

- Responsible for confidential and time sensitive material.
- Familiar with a variety of the field's concepts, practices and procedures.
- Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly
- Assist in training staff members and new hires
- Generate memos, emails and reports when appropriate
- Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines
- Maintain office supplies by checking inventory and order items
- Respond to questions and requests for information

Qualifications

- Must be a current student seeking a two or four-year degree.
- Must have a 2.0 GPA (overall) and have at least two terms completed on unofficial transcript
- Must be a sole US Citizen (no dual citizenship)
- If selected for a position, participation in the CWE program is a requirement
- Must pass background/drug screen

A current resume and unofficial transcript(s) are required to apply to this position. Copy and paste Unofficial Transcripts into a Word or PDF document. Please email both documents electronically to cwe@linnbenton.edu. In the SUBJECT LINE: Please indicate "Applying for CWE Position: Student Laboratory Technician". If applying for more than one position, please indicate all that you would like to be considered for within the email.

ATI STRATEGIC PRINCIPLE FIVE

*Attract, develop, challenge, and create opportunities for **TALENTED AND DIVERSE PEOPLE** who share a commitment to our values*

Because we are a federal government contractor, we have special restrictions placed on us for hiring foreign nationals into certain key positions within the company. This particular position requires sole U.S. citizenship.

ATI Metals and its subsidiary companies will provide equal employment opportunities to all applicants without regard to applicant's race, color, religion, sex, gender, genetic information, national origin, age, veteran status, disability status, or any other status protected by federal or state law. The company will provide reasonable accommodations to allow an applicant to participate in the hiring process if so requested.

ATI STRATEGIC PRINCIPLE FIVE

*Attract, develop, challenge, and create opportunities for **TALENTED AND DIVERSE PEOPLE** who share a commitment to our values*