OSUN

Student Employment Job Description

Job#: 09322

Department: Office of Retention

Job Title: Academic Peer Coach and Student Assistant

Supervisor: Jamie White **Phone #**: 740-755-7787 **Email:** white.1291@osu.edu

Hourly Rate: $ 8.75

Terms job is available: Summer X Autumn X Spring X

Times job is available: Mornings X Afternoons X Evenings ___ Weekends __

Qualifications:

First-generation college student.
Good communication and public speaking skills.
Ability to be a good leader and mentor to undergraduate students.
Responsible.
Dedicated to work.
Takes initiative and can work independently.
Approachable.
Experience with Word, Excel, PowerPoint, and social media is preferred.

Student must have completed at least 2 terms at OSU Newark and have demonstrated the ability to be a successful student in good academic standing. Student must continue to remain in good academic standing and achieve a 2.5 gpa or higher each semester once hired. Being a previous learning community student is preferred, but not required.

*Student will need to complete Level 1 tutoring certification and attend required learning community staff and diversity trainings, training is paid.

Summary of Duties:

Position will serve as Academic Peer Coach for Buckeye Generation Learning Community and Office of Retention Student Assistant to serve as a strong peer ally on campus and help incoming students with the transition to college. The person hired for this position will assist with various aspects in the learning community on campus. The Academic Coach and Student Assistant will lead learning community events and projects and assist with others. This person will also perform office duties and assist with retention related projects on student success in the Office of Retention. This position reports directly to the Retention Coordinator.

Responsibilities will include:
- Working 10-20 hours per week
- Serving as a teaching assistant for some learning community classes
- Assist with the recruitment of new learning community students
- Assist with group tutoring for learning community classes
- Creating/Running workshops on relevant college success topics
- Organizing & attending two to four social/cultural functions each semester
- Assist with updating learning community and retention blogs, spreadsheets, web pages, and other documents
- Scheduling of student appointments for the Office of Retention
- Creating flyers or posters
- Copying/ Mailing
- Other duties as needed

This job does not replace a full-time employee.

OSU Org-Fund #: 09799-012500

OFFICE OF FINANCIAL AID USE ONLY

Background Check Required? ____ Yes (SS or RD) X No

4/19/17