

OSUN
Student Employment Job Description

Job#: 09412

Department: History

Job Title: Student Assistant

Supervisor: Alcira Dueñas **Phone #:** 740 366-9127 **Email:** duenas.2@osu.edu

Hourly Rate: \$ 8.10

Terms job is available: Summer Autumn 16 Spring 17

Times job is available: Mornings Afternoons Evenings Weekends

Include specific information regarding level of responsibility, range and complexity of duties and training/experience required for this position.

Qualifications:

Summary of Duties:

Keeping my Canvas page updated (except grades)
Student should be able to follow tutorials for Carmen Canvas
File making, editing, saving, and posting in Carmen Canvas
Posting book excerpts, articles, video links, etc. in Carmen Canvas
Making photocopies, sorting, stapling.
Scanning and posting in Carmen Canvas
Testing media links for the canvas page
Student needs to be available to work during semester breaks, finals weeks, and beginning of the semester. Much less work is needed during the semester. Schedule is made by the student, but assignments must be fulfilled on time.

Basic computer skills are necessary and, if needed, training is provided.

Duties may vary according to the needs of each course.

This job does not replace a full-time employee.

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Background Check Required? Yes (SS or RD) No