

**OSUN**  
Student Employment Job Description

**Job#:** 99092

**Department:** Office of the Dean/Director

**Job Title:** Dean's Office Student Assistant

**Supervisor:** Sandra MacNevin

**Phone #:** 740-366-9211

**Email:** macnevin.1@osu.edu

**Hourly Rate:** \$ 8.15

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Terms job is available: Summer

Autumn

Spring

Times job is available: Mornings

Afternoons

Evenings

Weekends

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

**Qualifications:**

Strong attention to detail and well-organized  
Good communication skills  
Basic computer and Microsoft Office knowledge  
Ability to operate copiers, printers and scanners (will train)  
Must be punctual, reliable and self-motivated  
Ability to work independently with general supervision  
Position requires high degree of confidentiality  
Experience in office environment preferred

**Summary of Duties:**

Greet visitors and assists with inquiries  
Answer telephones and takes messages or forward calls to appropriate individual or office  
Assist with errands, including on-campus mail pickup and on-campus mail delivery to other campus offices  
Assists with room set-up for meetings and/or special events

**Background check required for selected applicant.**

This job does not replace a full-time employee.

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**OSU Org-Fund #:** 09715-012500

**OFFICE OF FINANCIAL AID USE ONLY**

Background Check Required?  Yes (RD)