OSUN
Student Employment Job Description

Job#: 3870
Department: Academic Advising
Job Title: Student Employee
Supervisor: Cheryl Matney Phone #: 366-9438 Email: matney.1@osu.edu
Hourly Rate: $8.40

Terms job is available: Summer x Autumn x Spring x
Times job is available: Mornings x Afternoons x Evenings x Weekends 

Job Description (as detailed as possible):

Coordinator of orientation packet information and testing materials. Provide information to students / families by telephone and in person. Must be willing to give tours of campus to students and/or families. Works in administrative (front counter) area in Ohio State University-Newark. Works for Admissions officers, academic advisors, and / or Associate Dean. Must feel comfortable working with public in person or by phone. Must be conscientious and careful about filing. Computer experience / typing experience would be helpful. CONFIDENTIALITY IS IMPORTANT.

This job does not replace a full-time employee.

OSU Org-Fund #: 09753-012500

7/6/15