Job#: 38702

Department: Academic Advising

Job Title: Student Assistant

Supervisor: Amanda King  Phone #: 740-366-9438  Email: king.2211@osu.edu

Hourly Rate: $8.15

Terms job is available: Summer X  Autumn X  Spring X

Times job is available: Mornings X  Afternoons X  Evenings  Weekends

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

THIS IS A FEDERAL WORK STUDY POSITION

Qualifications:
Attention to detail, interest in helping campus visitors and providing excellent customer service, and willingness to learn are required. Must be comfortable working with public in person or by phone. Must be conscientious and careful about filing. Must maintain confidentiality and professionalism at all times. Previous experience working in a customer service role is helpful. Computer experience / typing experience is preferred. CONFIDENTIALITY IS IMPORTANT.

Summary of Duties:
Works in reception area in the Ohio State University-Newark Admissions & Advising Office. Greets visitors and provides information to current and prospective students / families by telephone and in person. Schedules appointments for advising and admissions staff members. Completes clerical tasks such as filing, sorting mail, completing data entry, copying, stuffing envelopes, etc. Completes projects for admissions officers, academic advisors, and / or Associate Dean. May occasionally be asked to participate in admissions/advising events and give tours of campus to students and/or families.

Background check required for selected applicant.

This job does not replace a full-time employee.

OSU Org-Fund #: 09753-012500

OFFICE OF FINANCIAL AID USE ONLY
Background Check Required? X Yes  (RD)  No

1/1/17