Job#: 38972
Department: Student Life
Job Title: Student Life Assistant
Supervisor: Khol, Justin
Phone #: 740-366-9171
Email: khol.4@osu.edu
Hourly Rate: $8.10

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

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

Qualifications:
High school diploma
Experience with Microsoft Word, Publisher and Excel
Should be a “self-starter”, reliable and willing to work in a fast-paced environment
Ideal candidate would have some knowledge of Student Life Office and activities

Summary of Duties:
Answer phone/take messages/schedule appointments in Microsoft Outlook calendars
Run errands, retrieve mail and distribute to staff, prepare mailings
Set up and monitor bulletin boards
Provide support for special activity events
Assist in operation of Student Life Office
Provide information to faculty, staff and students
Serve as Student Ambassador, providing support for Ohio State Newark and COTC Orientations:
  - Assist in welcoming students
  - Lead campus tours
  - Serve on Student Panel
  - Answer questions on clubs and organizations
Other general duties as assigned

Background check required for selected applicant.

This job does not replace a full-time employee.

COTC Account #: 52092
OSU Org-Fund #: 09754-012510

OFFICE OF FINANCIAL AID USE ONLY
Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents’ needs _Yes _X_ No

Students in this job provide services to students with disabilities _Yes _X_ No

Background Check Required? _X_ Yes (RD) _No

11/28/16