

COTC - OSUN

Student Employment Job Description

Job#: 39642

Department: Multi-Cultural Affairs (Student Life)

Job Title: Multi-Cultural Affairs Student Assistant

Supervisor: Vorley Taylor **Phone #:** (740) 366-9443 **Email:** taylor.1051@osu.edu or vtaylor@cotc.edu

Hourly Rate: \$ 8.75

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

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:

Have great interpersonal skills and some experience working with customers. Must have experience with Microsoft office software programs including but not limited to Word, Powerpoint, Publisher and Excel or comparable software programs.

Prefer: Student with 29 credit hours or more completed

- Be responsible, punctual, friendly, outgoing, and flexible.
- Be able to work in diverse environments.
- Be able to work independently with general supervision.
- Must maintain 2.0 or higher each semester

Summary of Duties:

Help create and develop cultural and diverse program materials for advertisements, displays, brochures, presentations, lectures, etc. Consult with faculty, staff and students regarding co-curricular events and academic resources. Work with community businesses and agencies on established programs and new outreach initiatives. Develop programs for cultural and social initiatives through research, communication (face-to-face, phone, emails and texting) and planning. Well work in a team environment to help promote activities and the office through networking and exhibitions. Work some evening and weekends. Other duties as assigned such as tours, presentations, facilitations, campus tours, etc.

- At all times exhibit a positive attitude and demonstrate *model* student behavior.

This job does not replace a full-time employee.

COTC Account #:

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 No

Students in this job provide services to students with disabilities Yes No

Background Check Required? Yes (SS or RD) No