COTC - OSUN
Student Employment Job Description

Job#: 98622
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: $9.25

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:
Student must be well organized, friendly, outgoing, great communicator, and have exceptional time management skills. Student must enjoy planning events and group projects. Student must enjoy being around small and large groups. Preference will be given to fresh IMAGE Alumni.

Summary of Duties:
Plan group activities, study table sessions, assist with event registrations, promote campus events, and plan off campus activities. Encourage participation in one student organization or leadership on-going program. Make personal contact with each fresh IMAGE Participant at least once a week. Operate with a small budget. Attend regular MCA office meetings. Submit 1-2 short weekly activity reports. Other duties as assigned

This job does not replace a full-time employee.

COTC Account #: FWS       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__ N
Background Check Required? ____ Yes (SS or RD) __ X__ No

6/20/16