OSUN
Student Employment Job Description

Job#: 9882
Department: Admissions Office
Job Title: Telecounselor
Supervisor: Mark Fegley
Phone #: 740-366-9332
Email: fegley.1@osu.edu
Hourly Rate: $ 8.40

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

Job Description

Assist the OSU Office of Admissions by performing telecounseling duties. Act as a liaison between the university and prospective students by calling and/or emailing prospective students and their parents to discuss the benefits of an Ohio State education and to share pertinent information. Record results of conversations in an approved database. Create, manipulate and understand data documents and uphold the strictest of confidentiality standards. Communicate with prospective students and families in a way that is both professional and personable. Students are expected to work between 2-4 hours per week. Calls are largely conducted in the evening. Telecounselor operations are expected to commence in October 2015.

This job does not replace a full-time employee.

OSU Org-Fund #: 09731-012500

6/10/15