

OSUN
Student Employment Job Description

Job#: 39222

Department: History

Job Title: History Club Assistant

Supervisor: Michael Mangus **Phone #:** (740) 366-9196 **Email:** mangus.4@osu.edu

Hourly Rate: \$ 8.75

Terms job is available: Summer

Autumn

Spring

Times job is available: Mornings

Afternoons

Evenings

Weekends

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

Qualifications:

Reliability. History majors and minors will receive hiring preference. Must have qualified for Federal Work Study funds.

Summary of Duties:

Will be especially responsible for History Club, serving as webpage designer, scheduler of events, and contact person for the wider community, including organizing community service events. This position will require the student to work independently, utilizing technology and interpersonal skills. It will also require work in the evenings and on weekends.

This job does not replace a full-time employee.

OSU Org-Fund #: FWS

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Background Check Required? Yes (SS or RD) No