Job#: 3964

Department: Multi-Cultural Affairs – Student Life

Job Title: Multi-Cultural Student Assistant

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

Hourly Rate: $ 8.70

Terms job is available: Summer x  Autumn x  Spring x

Times job is available: Mornings x  Afternoons x  Evenings x  Weekends x

THIS IS A FEDERAL WORK STUDY POSITION

Job Description

Work in an office environment to create and develop cultural and diverse program materials for 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 social networks and exhibits. Work some evening and weekends. Other duties as assigned such as tours, presentations, facilitations, campus tours, etc.

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.

Must:

- At all times exhibit a positive attitude and demonstrate model student behavior.
- Be responsible, punctual, friendly, outgoing, and flexible.
- Be able to work in diverse environments with regards to national and global cultures, race, sexual orientation, gender, disability, political affiliation, age and socio-economics.
- Be able to work independently with general supervision.

This job does not replace a full-time employee.