Job#: 50052

Department: Athletics

Job Title: Student Assistant to the Sports Program Coordinator

Supervisor: Lazaro Fuentes  Phone #: 740-366-9410  Email: fuentes.6@osu.edu

Hourly Rate: $9.25

Terms job is available: Summer x  Autumn x  Spring x

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

Qualifications:
- Proficient in Microsoft Office programs – Word, Publisher, Excel, Outlook
- Excellent communication skills, written and verbal
- Ability to openly exchange ideas, implement rules and systems and troubleshoot problematic situations in a constructive manner.
- Ability to self-manage time and tasks
- Current First Aid/CPR certifications or ability to obtain both during first quarter of employment

Summary of Duties:
Work directly for the Recreation Sports Program Coordinator, performing administrative support. The student must be able to work independently as he/she will be assigned and held accountable for specific projects, seeing them through from start to finish.

- Assist in the maintenance of the Department Message boards, Intramural Schedule distribution of department
- Collaborate with Program Coordinator in production of department brochures and flyers
- Monitor and record, report on broken, missing, stolen, or malfunctioning or needed recreation sports equipment.
- Monitor and record, report on assigned schedules of student employees in gymnasium
- In the absence of Program coordinator organize student employee assignments during educational, intramural and league events in the recreational sports program.
- Assist the Program Coordinator with planning, scheduling, and implementation of various Intramural and Recreational sports programs and events. Assist with supervision and scheduling of Intramural officials. Set up and monitor use and take-down of equipment during Intramural games. Assist with advertising and promoting Intramural and Recreational sports programs
- Assist in the enforcement of gym, program, staff and university rules.
- Organize and maintain files for department
- Maintain and produce Word, Excel spreadsheets, Publisher for department record keeping
- Generate paperwork associated with the office duties and signage of Recreation Sports, when applicable
- Represents Recreation Sports with faculty, during P.E. courses, at orientation session, and answering questions as well as registering students in intramural events
- Answer phone, answering questions from the public as well as other campus departments
- Assist the Program Director with other projects as assigned

This job does not replace a full-time employee.

COTC Account #: 52090  OSU Org-Fund #: 09743-012510

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__ No

Background Check Required? ____ Yes (SS or RD) ___x__ No