COTC - OSUN
Student Employment Job Description

Job#: 98882

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

Qualifications:
Must be well organized, reliable, outgoing, and friendly. Must have great communication, time management and leadership skills. Must enjoy learning about global diversity especially about fun, food and facts. Have some experience working with MS Office. Some experience in coordinating events. Must enjoy working with people (especially 3rd graders). Must be able to maintain professionalism at all times. Must exhibit a positive attitude and demonstrate model student behavior. Must be able to work in diverse environments.

Prefer student with 29 credit hours or more completed, 2.5 or higher and office experience.

Summary of Duties:
• Set up 4-6 exhibit tables to promote and recruit DTA Volunteers.
• Update DTA marketing flyers, brochures, and applications and review website (as needed)
• Recruit on campus students, staff & faculty volunteers using various formats
• Correspond and update interested and confirmed volunteers regularly
• Provide volunteer orientation and training (as needed); which includes DTA presentation, expectations of behavior, responsibilities and accountability of a DTA volunteer. Schedule volunteer shifts for a 6-8 week period
• Set up 2-3 meetings annually with local principal, 3rd grade teachers, and art teacher
• Must be one of the presenters to provide information on diversity
• Promote diversity and inclusion on and off campus
• Work with students, staff, faculty and community dignitaries
• Set up art work exhibit with elementary art teacher for a two-three week display
• Plan the annual DTA reception
• Plan wrap up meeting following the 8 week DTA program.
• Other office duties as assigned

Background check required for selected applicant.

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  No
Background Check Required?  X  Yes (SS)  ____No

4/18/16