OSUN
Student Employment Job Description

Job#: 98922
Department: Admissions Office
Job Title: Buckeye Guide
Supervisor: Caleb Young    Phone #: 740-366-9399    Email: young.2514@osu.edu
Hourly Rate: $8.75

Terms job is available: Summer _X_  Autumn _X_  Spring _X_
Times job is available: Mornings _X_  Afternoons _X_  Evenings _X_  Weekends _ _

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

Qualifications:
The Ohio State University at Newark Buckeye Guide program is a group of outstanding student leaders who are selected to represent the university in many capacities. Qualified candidates should be customer service oriented, computer savvy in addition to being Microsoft Office proficient, as well as possess strong organizational and time management skills. Students are expected to uphold the strictest of confidentiality standards when working with Admissions data and information.

Summary of Duties:
• Provide campus tours to college visitors. Personalizing the campus visit by making visitors feel welcome, comfortable, and confident about their OSU experience.
• Inform prospective students and parents interested in OSU about all facets of The Ohio State University at Newark life -- academic programs, faculty, staff and students, physical facilities, social opportunities, and student services.
• Assist the Admissions Staff during recruitment events, call/email prospective students during the evening hours, enter/input student information into database systems.
• Serve on student panels and share The Ohio State University at Newark student experience with prospective students and families.
• This position has flexible hours that are structured around student schedules.
• Other duties as assigned.

Background check required for selected applicant.

This job does not replace a full-time employee.

OSU Org-Fund #: 09731-012500

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Background Check Required? _X_ Yes (RD) _____ No

4/18/16