OSUN
Student Employment Job Description

Current Job #: new position
Requisition #: ASSIGNED BY WORKDAY
Supervisory Organization: ASSIGNED BY WORKDAY
Job Posting Title (include name of department): Academic Peer Coach & Student Assistant
Primary Location (name of building): Founders Hall Room 1019
Number of Openings: 2
Scheduled Weekly Hours: Varies between 8am-6pm
 Supervisor: Jamie White Phone #: 740-755-7787 Email: white.1291@osu.edu
Current Hourly Rate: $9.20

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

Qualifications: (specific training/experience required)

Good communication and public speaking skills.
Ability to be a good leader and mentor.
Responsible.
Dedicated to work.
Takes initiative and can work independently.
Approachable.
Experience with Word, Excel, PowerPoint, and social media is preferred.

Student must have completed at least 2 terms at OSU Newark and have demonstrated the ability to be a successful student in good academic standing. Student must continue to remain in good academic standing and achieve a 2.5 gpa or higher each semester once hired. Being a previous learning community student as well as interest in global engagement is preferred, but not required.

*Student will need to complete Level 1 tutoring certification and attend required learning community staff and diversity trainings. Trainings are paid.

Summary of Duties: (specific information regarding level of responsibility, range, and complexity of duties with percentage of time for each)

Position will serve as Academic Peer Coach and Office of Retention & Student Success Initiatives Student Assistant, serving as a strong peer ally on campus and mentor incoming students in the Global Citizens Learning Community for those who want to actively engage in the world community and their transition to college. In addition, the Academic Peer Coach and Student Assistant will lead learning community events and projects and assist with others. This person will also perform office duties and assist with retention related projects on student success in the office. This position requires 15-20 hours per week. This position reports directly to the Director of Retention & Student Success Initiatives.

Responsibilities will include:
15% - Outreach & connect with assigned mentees
15% - Serve as a teaching assistant for learning community arts & science classes in autumn and spring semesters
15% - Plan and lead group study tables for learning community classes
15% - Organize & attend two to four social/cultural functions each semester
10% - Attend and contribute to team and faculty meetings
10% - Assist with campus retention efforts and projects
5% - Assist with the recruitment of new learning community students
5% - Assist with updating learning community and retention blogs, spreadsheets, web pages, and other documents
5% - Create flyers/posters/video/electronic marketing items
5% - Other duties as needed

- Will the Student Employee have access to restricted data (to include elements such as name/social security number, driver’s license number, debit/credit card account data. Refer to complete description at Data Element Classification List), cash, and/or be working/providing services unsupervised by any university/college faculty/staff?
  ___Yes (Third party background check required-completed on line)
  _X__ No

- Will the Student Employee be working with minors; including care, custody or control of a minor? (The definition of “minor” does not include persons under the age of 18 who are enrolled for academic credit or have been accepted for enrollment.)
  ___Yes (BCI & FBI background checks required-completed @ Security Office)
  _X__ No

This job does not replace a full-time employee.

Cost Center:

  - Background Check Required? ___Yes (BCI & FBI ~ Third Party) ___No