

COTC - OSUN
Student Employment Job Description

Job#: 98772

Department: Student Activities

Job Title: Campus Activities- Student Assistant

Supervisor: Justin Khol

Phone #: 740-366-9171

Email: khol.4@osu.edu

Hourly Rate: \$ 8.30

Terms job is available: Summer

Autumn

Spring

Times job is available: Mornings

Afternoons

Evenings

Weekends

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

Qualifications:

- High School Diploma
- Strong interpersonal skills and some experience working with customers.
- The candidate should have experience with Microsoft Word, Publisher, PowerPoint and Excel.
- The candidate should be a "self-starter," reliable, and willing to work in a fast paced environment.
- Student should have some knowledge or awareness of Student Life as well as clubs, organizations, campus services and student activities.

Summary of Duties:

- Provide support for Student Activities events
- Run errands on campus when needed
- Be trained in and run the Student Food Pantry-Campus Corner
- Provide information on activities to faculty, staff and students
- Assist with advertising efforts that may include
 - Prepare informational materials and brochures
 - Distributing various promotional materials across campus
 - Updating Electronic Advertisements
 - Other methods of advertisement
- Set up and monitor bulletin boards
- Assist on special projects which may include Homecoming Week Activities, Newark Talent Show, and Community Service Objectives
- Other general duties as assigned

This job does not replace a full-time employee.

COTC Account #: 52092

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 No

Students in this job provide services to students with disabilities Yes No

Background Check Required? Yes (SS or RD) No