

COTC

Student Employment Job Description

Job#: 39642

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: \$ 12.30 - *effective 8/16/21*

Qualifications:

Have great interpersonal skills and some experience working with customers. Must have experience with Microsoft office software programs including but not limited to Word, Powerpoint, Publisher and Excel or comparable software programs.

Prefer: Student with 29 credit hours or more completed

- Be responsible, punctual, friendly, outgoing, and flexible.
- Be able to work in diverse environments.
- Be able to work independently with general supervision.
- Must maintain 2.0 or higher each semester

Summary of Duties:

- 30% Review, research and develop activities for annual and new cultural and social programs.
- 30% Communicate with students, staff, faculty, community, contractors, vendors via face-to-face, phone, email, texting, and online forms for updates, reminders, registrations, reservations, and follow-up sessions.
- 15% Assist and develop cultural and diverse program materials for advertisements, displays, brochures, presentations, lectures, website update/resource review, etc. and work with Marketing department, if required.
- 10% Consult with faculty, staff and students regarding co-curricular events and academic resources.
- 5% Network with local businesses and community agencies and organizations regarding established programs, new outreach initiatives, and exhibitions.
- 5% Set meetings, prepare agendas, attend meetings/rehearsals, compile meeting notes, and compile evaluations.
- 5% Other duties as assigned such as presentations, facilitations, campus tours, make purchases, form preparations, run errands, etc.

Background check required for selected applicant

This job does not replace a full-time employee.

Click here for an [application](#)

COTC Account #: 52094

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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 (3rd Party) No