



# STUDENT EMPLOYMENT JOB DESCRIPTION

**Job#:** 98772

**Department:** Student Life

**Job Title:** Summer Assistant

**Supervisor:** John Davenport

**Phone #:** 740-755-77367

**Email:** davenport.285@osu.edu

**Hourly Rate:** \$13.00

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**Qualifications:** *(specific training/experience required)*

Ideal candidate should have:

- A high school diploma and at least one semester at OSUN/COTC
- The candidate should have experience with Microsoft Word, Publisher, and Excel
- The candidate should have experience maintaining social media accounts
- 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 Involvement as well as clubs, organizations, campus services and student activities

**Job Description:** *(specific information regarding level of responsibility, range, and complexity of duties with percentage of time for each)*

Assist in operation of Office of Student Life

- 10% Answer phone/take messages
- 25% Set up signage, prepare mailings, and provide student activities information to all students, faculty, and staff
- 50% Serve as Student Ambassador, providing support for Ohio State Newark and COTC Orientations:
  - Assist in welcoming students
  - Lead campus tours
  - Serve on Student Panel
  - Answer questions on clubs and organizations
- 15% Other general duties as assigned

A background check is required.

This job does not replace a full-time employee.

Click here for an [application](#)

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**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 (Third Party) \_\_\_ No

6/21/24