

COTC - OSUN

Student Employment Job Description

Job#: 98622

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: \$ 9.70

Terms job is available: Summer XX Autumn XX Spring XX

Times job is available: Mornings XX Afternoons XX Evenings XX Weekends XX

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

Qualifications:

Student must be well organized, friendly, outgoing, great communicator, and have exceptional time management skills. Student must enjoy planning events and group projects. Student must enjoy being around small and large groups. Preference will be given to fresh IMAGE Alumni.

Summary of Duties:

Plan group activities, study table sessions, assist with event registrations, promote campus events, and plan off campus activities. Encourage participation in one student organization or leadership on-going program. Make personal contact with each fresh IMAGE Participant at least once a week. Operate with a small budget. Attend regular MCA office meetings. Submit 1-2 short weekly activity reports. Other duties as assigned

This job does not replace a full-time employee.

COTC Account #: 52094

OSU Org-Fund #: 09972-012510

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