

COTC - OSUN

Student Employment Job Description

Job#: 99472

Department: Multicultural Affairs

Job Title: Diversity Coach

Supervisor: Vorley Taylor **Phone #:** (740) 755-7256 **Email:** taylor.1051@osu.edu

Hourly Rate: \$ 9.20

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

The Diversity Coach is in the office of Multicultural Affairs (a division of the Office of Student Life) and will report to the program manager. The Diversity Coach will interact with students, staff, and faculty for Ohio State Newark & COTC and community.

Qualifications: Must be reliable, dependable, and punctual. Must be able to complete assignments especially with sensitive deadline dates and work independently with minimal supervision. Must have commitment to promoting diversity, equity, and inclusion.

1. Ability to work some occasional evenings to support diversity-related meetings and events.
2. Positive attitude and courteousness.
3. Excellent verbal and written communication skills with prompt communication (emails, texts, calls)
4. Proficiency in basic computer skills, i.e., word processing, spreadsheets, presentations, web sites, and social media.
5. The Diversity Coach will work between 5 and 15 hours per week (schedule determined at hire).
6. Preference will be given to students with 35+ completed credit hours

Summary of Duties: Duties include, but are not limited to:

1. Routine office duties such as reception, photocopying, computer work, and running errands.
2. Meeting and special event conception, planning, coordination, and support.
3. Marketing and communications support, including website and social media maintenance, poster and flyer design, and copy writing.
4. Attendance at meetings of organizations and committees related to diversity, equity, and inclusion.
5. Research related to diversity, equity, and inclusion at colleges, universities, and communities.
6. Additional tasks and projects assigned by the program manager for Multicultural Affairs.

Background check required for selected applicant

This job does not replace a full-time employee.

Click here for an [application](#)

COTC Account #: ___

OSU Org-Fund #: ___

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 (Third Party) ___ No