



# STUDENT EMPLOYMENT JOB DESCRIPTION

**Job#:** 39600

**Department:** Multicultural Affairs (Student Life)

**Job Title:** Diversity Through Artistry (DTA) Student Coordinator

**Supervisor:** Vorley Taylor

**Phone #:** 740-366-9443

**Email:** [taylor.1051@osu.edu](mailto:taylor.1051@osu.edu)

**Hourly Rate:** \$ 13.65

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

Have excellent interpersonal skills and some experience working with children as a volunteer or paid position. Must have experience with Microsoft office software programs including but not limited to Word, PowerPoint, and Excel or comparable software. This position will require a state and federal background check (paid by the office).

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
- Be an artist who enjoys painting, drawing, sketching, etc.
- Be able to work with third graders
- Maintain 2.0 or higher each semester

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

Summary of Duties: DTA is an outreach program

- 20% Recruit new students, staff and faculty for the DTA volunteer program. Communicate with previous DTA volunteers to encourage commitment for current year's program.
- 30% Participate in fieldwork that involves setting schedules, mentoring third grade classes and working with art teachers to aid in art creations (individual and groups) and identify and prepare third grade speakers for reception.
- 20% Communicate with off campus community including but not limited to local elementary schools' art teachers, homeroom teachers, principals, secretaries and parents; superintendent office staff; and mayor's office
- 10% Prepare reception for participating schools to include art display, guest speakers, and dinner that involves room reservations, purchases, catering, ITS, facilities, marketing, and library
- 10% Setup exhibits and meetings, prepare agendas, and attend meetings
- 5% Assist and develop program materials for advertisements, displays, brochures, presentations, lectures, website update/resource review, etc.
- 5% Other duties as assigned such as presentation, facilitations, campus tours, make purchases, form preparation, run errands, etc.

Will the Student Employee have access to restricted data (to include elements such as name/social security number, driver's license number, debit/credit card account data, refer to complete description under the [Institutional Data Policy Data Element Classification List](#)) cash, and/or be working/providing services unsupervised by any university/college faculty/staff?

**Yes** (Third party background check required-completed online)  
 **No**

Will the Student Employee be working with minors; including care, custody, or control of a minor? (The definition of "minor" does not include persons under the age of 18 who are enrolled for academic credit or have been accepted for enrollment.)

**Yes** (BCI & FBI background checks required-completed @ Security Office)  
 **No**

This job does not replace a full-time employee.

Click here for an [application](#)

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**COTC Account #:**

**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?  **Yes** (BCI & FBI ~ Third Party) \_\_\_No