



STUDENT EMPLOYMENT JOB DESCRIPTION

Job#: 99442

Department: Student Life

Job Posting Title: Student Life Assistant

Supervisor: Amanda Waser

Phone #: 740-755-7768

Email: waser.5@osu.edu

Current Hourly Rate: \$13.30

Qualifications:

High school diploma

Experience with Microsoft Word, Canva and Excel.

Should be a "self-starter", reliable and willing to work in a fast-paced environment.

Ability to handle confidential, sensitive information with professionalism

Previous experience working within an office setting is highly desired.

Ideal candidate would have some knowledge of Student Life Office and activities.

Ability to handle students, staff, and faculty in a professional manner.

Able to work on your own or as part of a larger team.

Job Description:

60% - Serve as the front-line employee in the Office of Student Life, this includes:

- Answer phone, take messages, and direct students, staff, and faculty to the correct resources.
- Handle and file confidential information, including medical documentation and student conduct information.
- Assist in operation of Student Life Office
- Provide information to faculty, staff, and students.
- Keep multi-Purpose room coffee bar stocked and cleaned.
- Run errands, retrieve mail, and distribute to staff, prepare mailings.
- Problem solving issues of staff, faculty, and students.

15%- Serve in the SORCE Room and the Office of Ohioans with Disabilities

- Monitor the Meditation Room, Zen Den, and Veterans Lounge
- Serve as receptionist for the office of Ohioans with Disabilities

5% - Train in HIPPA/FERPA Compliance

5% - Food Pantry Work: Pack incoming orders, stock, and clean shelves, help with food deliveries from the pantry network, work with assisting students in picking up their orders, food inventory, collect food items being donated on campus.

5% - Set up and monitor bulletin boards.

5% - Provide support for special activity events.

5% -Other general duties as assigned.

All student employees will be cross trained in all areas mentioned above.

A background check is required for selected applicant.

This job does not replace a full-time employee.

Click here for an [application](#)

COTC Account #: 52009

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

3/19/25