

# COTC

## 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:** \$ 12.30 - effective 8/16/21

The Diversity Coach is in the office of Multicultural Affairs (a division of 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.

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. Preference will be given to students with 35+ completed credit hours

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

- 30% Communicate with students, staff, faculty, and community involving programs, attendance, information, new initiatives, reservation, registration, and interests.
- 25% Develop and assist with special peer to peer programs and community programs related to cultural and diversity awareness.
- 15% Plan schedules, set appointments, monitor attendance, and support programs
- 10% Research related to diversity, equity, and inclusion at colleges, universities, and communities.
- 5% Marketing and communications support, including website and social media maintenance, and poster and flyer design.
- 5% Routine office duties such as reception, photocopying, make purchases, note taking, computer work, summarizing, and running errands.
- 5% Attend meetings of organizations and committees related to diversity, equity, and inclusion.
- 5% 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](#)

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**COTC Account #:** 52094

**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

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