

The Ohio State University
POSITION DESCRIPTION

Name:	Position #:	00105747 (Active)
Employee ID:	Jobcode/Classification:	7968 Student Assistant
Effective Date: 8/24/2014	Working Title:	Accommodation Asst WS

Class Indicator:	Student	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	8/24/2014
FLSA Status:	Nonexempt	Headcount:	15
Senior A & P:	No	Target/Hiring Range:	\$8.15 to \$11.00 per hour
Reg/Temp/Term:	Temporary	Long Term Closure Code:	Standby
Full-Time/Part-Time:	Part-Time	Short Term Closure Code:	Standby
Appointment Length:	52/52 Weeks	Standard Hours:	10

College/VP Office:	Office of Student Affairs	1) Reports to Position #:	00052676
Department:	D4560 Rec Sports Admin	Working Title:	Coordinator of Community Programs
Position Organization:	45617 Rec Sports Instructional	2) Reports to Position #:	
		Working Title:	

Detailed Job Description:

Provide accommodations support services to members and guests with disabilities; serve as role model for all program area staff; demonstrate advanced competence in work area, equipment maintenance, and program leadership; assist with strategic planning for the program; manage participant behavior in accordance with program guidelines; attend regularly scheduled staff in-service training sessions and staff meetings; inspect activity space for hazards, reports hazards, and adjusts program accordingly; maintain excellent customer service with all program and Department of Recreational Sports customers; cross promote all programs to customers; submit program paperwork in a timely manner; maintain recreation program equipment and supplies; request equipment and supplies for programs; work with the entire Department to keep facilities clean, including picking up trash, putting equipment away, etc; strongly encouraged to participate in university leadership organizations such as SAC, Recreational Sports Student Professional Development Association, or similar.

Duties Description:

Duty Pct	Duty Description
100	Provides accommodations support services to members and guests with disabilities; serves as role model for all program area staff; demonstrates advanced competence in work area, equipment maintenance, and program leadership; assists with strategic planning for the program; manages participant behavior in accordance with program guidelines; attend regularly scheduled staff in-service training sessions and staff meetings; inspect activity space for hazards, reports hazards, and adjusts program accordingly; maintain excellent customer service with all program and Department of Recreational Sports customers; cross promote all programs to customers; submit program paperwork in a timely manner; maintain recreation program equipment and supplies; request equipment and supplies for programs; work with the entire Department to keep facilities clean, including picking up trash, putting equipment away, etc; strongly encouraged to participate in university leadership organizations such as SAC, Recreational Sports Student Professional Development Association, or similar.

