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

Position Status: Approved
Status Date: 8/24/2014
Headcount: 15
Target/Hiring Range: $8.15 to $11.00 per hour
Long Term Closure Code: Standby
Short Term Closure Code: Standby
Standard Hours: 10

College/VP Office: Office of Student Affairs
Department: D4560 Rec Sports Admin
Position Organization: 45617 Rec Sports Instructional

1) Reports to Position #: 00052676 Working Title: Coordinator of Community Programs
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:

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Minimum Education Requirement: HS Graduate or Equivalent or equivalent educ/exp

Additional Education Desired: #1 Major: #2 Major:

Experience:

Requires successful completion of a background check. Required: First Aid, CPR and AED certification (provided by Department)

I have reviewed these job duties (Staff Member) Date

Supervisor/Manager Date

Unit Coordinator/HRP Date

Office of Human Resources Approval Date