

**The Ohio State University**  
**POSITION DESCRIPTION**

Name:	Position #:	00099528 (Active)
Employee ID:	Jobcode/Classification:	7968 Student Assistant
Effective Date: 7/11/2013	Working Title:	Technician-Events

Class Indicator:	Student	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	11/25/2013
FLSA Status:	Nonexempt	Headcount:	50
Senior A & P:	No	Target/Hiring Range:	\$9.50 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 #:	00022696
Department:	D4560 Rec Sports Admin	Working Title:	Associate Director - Aquatics
Position Organization:	45606 Aquatics Operations	2) Reports to Position #:	
		Working Title:	

Detailed Job Description:

Works in support of Aquatic Events including, but not limited to, swimming, diving, water polo, synchronized swimming and other aquatic sports/activities; assists elements of event planning (leads as assigned), guides set-up, operation, tear-down and cleanup for events; ensures cleanliness and working order of event equipment; maintains cleanliness and organization of event areas; ensures quality completion of tasks as assigned and through team efforts as appropriate; ability be self-guided with little supervision on assigned tasks; may responsible as event contact for specific event shifts; serve as a liaison to event participants, coaches and officials assists in leading staff; ability successfully to lead by example; working knowledge of timing system and physical setup; ability trouble equipment and event management situations; know the Emergency Action Plan and be able to lead and/or assist in emergencies (dependent on level of certification); be knowledgeable about community resources and directions to assist visitors; help to orientate staff on event information; maintain communication with supervisors, meet directors, and other aquatic staff; convey a welcoming and positive attitude; control access to pool deck and main facility; complete administrative work as assigned; diagram and photograph event set ups; other duties as assigned

Duties Description:

Duty Pct	Duty Description
70	Works in support of Aquatic Events including, but not limited to, swimming, diving, water polo, synchronized swimming and other aquatic sports/activities; assists elements of event planning (leads as assigned), guides set-up, operation, tear-down and cleanup for events; serve as a liaison to event participants, coaches and officials assists in leading staff; ability successfully to lead by example; working knowledge of timing system and physical setup; ability trouble equipment and event management situations; know the Emergency Action Plan and be able to lead and/or assist in emergencies (dependent on level of certification); control access to pool deck and main facility; complete administrative work as assigned; diagram and photograph event set ups; other duties as assigned
20	ensures cleanliness and working order of event equipment; maintains cleanliness and organization of event areas; ensures quality completion of tasks as assigned and through team efforts as appropriate; ability be self-guided with little supervision on assigned tasks; may responsible as event contact for specific event shifts;
5	be knowledgeable about community resources and directions to assist visitors; help to orientate staff on event information; maintain communication with supervisors, meet directors, and other aquatic staff; convey a welcoming and positive attitude;
5	other duties as assigned

