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:

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<tr>
<th>Duty Pct</th>
<th>Duty Description</th>
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<tr>
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Supervises: 0 Mgrs/Dirs 0 Non-Supervisory Prof Staff 0 Students  
0 Supervisors 0 Support Staff

Minimum Education Requirement: HS Graduate or Equivalent or equivalent educ/exp  
#1 Major:  #2 Major:

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

Experience:

Required; Available weekends, evenings, early mornings as dictated by programming/event needs; available for additional office hours for the completion of project work and continuity of task; competent deep-water swimmer; office operational skills; proficient in Microsoft Word and Excel, etc.; demonstration of clear written communications through resume and cover letter; ability to serve as project leader (necessary for seasoned Event Tech or Event Tech Coordinator; current First-Aid, CPR-PR, and AED Certification (within one semester of hire).

Helpful; background or understanding of aquatic, track or timed sports

I have reviewed these job duties (Staff Member) Date

Supervisor/Manager Date

Unit Coordinator/HRP Date

Office of Human Resources Approval Date