

**The Ohio State University
POSITION DESCRIPTION**

Name:	Position #:	00100380 (Active)
Employee ID:	Jobcode/Classification:	7968 Student Assistant
Effective Date: 8/29/2013	Working Title:	Office Assistant Inst WS

Class Indicator:	Student	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	11/25/2013
FLSA Status:	Nonexempt	Headcount:	10
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 #:	00022696
Department:	D4560 Rec Sports Admin	Working Title:	Coordinator of Community Programs
Position Organization:	45617 Rec Sports Community Programs	2) Reports to Position #:	
		Working Title:	

Detailed Job Description:

Answers phone and email inquiries; acquires general knowledge of all Community Programs and offerings; provides great customer service in-person, as well as through email and phone; process program registrations; performs office projects and duties as assigned by professional staff; learns and uses the registration database (Fusion, etc.); keeps the office clean and presentable at all times.

Duties Description:

Duty Pct	Duty Description
100	Answers phone and email inquiries; acquires general knowledge of all Community Programs and offerings; provides great customer service in-person, as well as through email and phone; process program registrations; performs office projects and duties as assigned by professional staff; learns and uses the registration database (Fusion, etc.); keeps the office clean and presentable at all times.

