

**The Ohio State University
POSITION DESCRIPTION**

Name:	Position #:	00100816 (Active)
Employee ID:	Jobcode/Classification:	7968 Student Assistant
Effective Date: 1/1/2017	Working Title:	Recreation Asst-OAC

Class Indicator:	Student	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	12/31/2013
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:	Assoc Director of Programs
Position Organization:	45602 Rec Sports Facility Operations	2) Reports to Position #:	
		Working Title:	

Detailed Job Description:

Performs everyday operations in areas of guest service, equipment desk and room. Sells trips & guest passes, assists people with trip information through the resource library; conducts repairs, cleans, & inspects all equipment; operates computer reservation, pricing, and inventory; has a basic interest in climbing and a willingness to gain skills and to promote climbing to the OSU community; provides great customer service.

Duties Description:

Duty Pct	Duty Description
100	Performs everyday operations in areas of guest service, equipment desk and room. Sells trips & guest passes, assists people with trip information through the resource library; conducts repairs, cleans, & inspects all equipment; operates computer reservation, pricing, and inventory; has a basic interest in climbing and a willingness to gain skills and to promote climbing to the OSU community; provides great customer service.

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Supervises:	0 Mgrs/Dirs 0 Supervisors	0 Non-Supervisory Prof Staff 0 Support Staff	0 Students
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Minimum Education Requirement:	HS Graduate or Equivalent or equivalent educ/exp	
	#1 Major:	#2 Major:

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

Outdoor recreation experience preferred, but not necessary; either hold FA/CPR certification or complete certification upon hire.

I have reviewed these job duties (Staff Member)	Date
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Supervisor/Manager	Date
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Unit Coordinator/HRP	Date
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Office of Human Resources Approval	Date
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