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:

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<th>Duty Pct</th>
<th>Duty Description</th>
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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:
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

Supervisor/Manager  Date

Unit Coordinator/HRP  Date

Office of Human Resources Approval  Date