The Ohio State University
POSITION DESCRIPTION

Name: 
Employee ID: 
Effective Date: 8/14/2013

Position #: 00100089 (Active)
Jobcode/Classification: 7968 Student Assistant
Working Title: Executive Asst to Director

Class Indicator: Student
Salary Admin Plan/Range: STD / 01
FLSA Status: Nonexempt
Senior A & P: No
Reg/Temp/Term: Temporary
Full-Time/Part-Time: Part-Time
Appointment Length: 52/52 Weeks

Position Status: Approved
Status Date: 11/25/2013
Headcount: 5
Target/Hiring Range: $7.85 to $11.00 per hour
Long Term Closure Code: Standby
Short Term Closure Code: Standby
Standard Hours: 10

College/VP Office: Office of Student Affairs
Department: D4560 Rec Sports Admin
Position Organization: 45600 Rec Sports Admin
1) Reports to Position #: 00079027
Working Title: Sr. Assoc Dir for Programs & A
2) Reports to Position #: 
Working Title:

Detailed Job Description:

Serves as a key staff member in the Office of the Director; coordinates and collates procurement card paperwork; assist with special event planning; conducts research on alumni and former participants; maintains director’s files; drafts correspondence; data entry; assist business office with routine tasks including inventory management.

Duties Description:

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<th>Supervises:</th>
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<td></td>
<td>0 Supervisors</td>
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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:

Experience:
Required: Student must possesses strong communication skills, writing skills, proficient in Microsoft Word, Powerpoint and Excel.

I have reviewed these job duties (Staff Member) Date

Supervisor/Manager Date

Unit Coordinator/HRP Date

Office of Human Resources Approval Date