

**The Ohio State University
POSITION DESCRIPTION**

Name:	Position #:	00100089 (Active)
Employee ID:	Jobcode/Classification:	7968 Student Assistant
Effective Date: 8/14/2013	Working Title:	Executive Asst to Director

Class Indicator:	Student	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	11/25/2013
FLSA Status:	Nonexempt	Headcount:	5
Senior A & P:	No	Target/Hiring Range:	\$7.85 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 #:	00079027
Department:	D4560 Rec Sports Admin	Working Title:	Sr. Assoc Dir for Programs & A
Position Organization:	45600 Rec Sports Admin	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:

Duty Pct	Duty Description
100	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.

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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:

Required: Student must possess 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