

The Ohio State University
POSITION DESCRIPTION

Name:	Position #:	00104264 (Active)
Employee ID:	Jobcode/Classification:	7968 Student Assistant
Effective Date: 6/15/2014	Working Title:	Rec Sports Ambassador

Class Indicator:	Student	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	6/11/2014
FLSA Status:	Nonexempt	Headcount:	6
Senior A & P:	No	Target/Hiring Range:	\$8.15 to \$9.50 per hour
Reg/Temp/Term:	Temporary	Long Term Closure Code:	Standby
Full-Time/Part-Time:	Full-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 #:	00072256
Department:	D4560 Rec Sports Admin	Working Title:	Asst. Dir of Scholars and Camp
Position Organization:	45646 Rec Sports Programs	2) Reports to Position #:	
		Working Title:	

Detailed Job Description:

Works directly with the campus programs coordinator and assists in the daily operations, development, and administration of strategies for numerous programs and events offered by the Department of Recreational Sports and other campus entities. Develop relationships with students, professionals, and faculty on campus; works with all appropriate staff members to ensure that program initiatives are executed and position duties are fulfilled; identifies target audiences and creates innovative programs to engage these audiences, provides project support and feedback; and maintains communication; collaborates with university students, professionals, and faculty to meet the needs of students on campus; serves as an ambassador for the university and department; upholds mission, vision, and values of department; requires evening and weekend responsibilities; needs driver privileges.

Duties Description:

Duty Pct	Duty Description
100	Works directly with the campus programs coordinator and assists in the daily operations, development, and administration of strategies for numerous programs and events offered by the Department of Recreational Sports and other campus entities. Develop relationships with students, professionals, and faculty on campus; works with all appropriate staff members to ensure that program initiatives are executed and position duties are fulfilled; identifies target audiences and creates innovative programs to engage these audiences, provides project support and feedback; and maintains communication; collaborates with university students, professionals, and faculty to meet the needs of students on campus; serves as an ambassador for the university and department; upholds mission, vision, and values of department; requires evening and weekend responsibilities.

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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:

Experience:

Required: Strong passion for a life in motion and advocating for lifelong movement and an active campus.

I have reviewed these job duties (Staff Member) Date

Supervisor/Manager Date

Unit Coordinator/HRP Date

Office of Human Resources Approval Date