The Ohio State University  
POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position #:</th>
<th>Employee ID:</th>
<th>Jobcode/Classification:</th>
<th>00100925 (Active)</th>
<th>Effective Date:</th>
<th>Working Title:</th>
<th>7968 Student Assistant</th>
<th>Recreation Asst-RPAC</th>
</tr>
</thead>
</table>

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: 40  
Target/Hiring Range: $8.15 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: 45602 Rec Sports Facility Operations  
1) Reports to Position #: 00023967  
Working Title: Sr. Assoc. Director-Rec Sports  
2) Reports to Position #:  
Working Title: 

### Detailed Job Description:

Plays a supportive role in the enforcement of facility policies and procedures (proper usage of activity spaces, inappropriate patron behavior, etc.); performs roving duties to assigned areas/stations of the facility; tallies the number of patrons in specific areas of the facility each hour (headcounts); executes the set-up of activity areas for a variety of internal & external groups; provides support for special events as needed; reports maintenance and custodial issues as discovered; ensures outstanding customer service; works cooperatively with other areas of the department to achieve established service goals; promotes a safe, clean, functional, and marketable facility; performs other work as assigned. Driver privilege preferred.

### Duties Description:

<table>
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<th>Duty Pct</th>
<th>Duty Description</th>
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<tr>
<th>Supervises:</th>
<th>0 Mgrs/Dirs</th>
<th>0 Non-Supervisory Prof Staff</th>
<th>0 Students</th>
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<tr>
<td>0 Supervisors</td>
<td>0 Support Staff</td>
<td></td>
<td></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:**

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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