

**The Ohio State University  
POSITION DESCRIPTION**

Name:	Position #:	00099520 (Active)
Employee ID:	Jobcode/Classification:	7968 Student Assistant
Effective Date: 4/14/2017	Working Title:	Facility Scheduling Asst

Class Indicator:	Student	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	11/25/2013
FLSA Status:	Nonexempt	Headcount:	50
Senior A & P:	No	Target/Hiring Range:	\$8.15 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 #:	00023967
Department:	D4560 Rec Sports Admin	Working Title:	Sr. Assoc. Director-Rec Sports
Position Organization:	45602 Rec Sports Facility Operations	2) Reports to Position #:	
		Working Title:	

Detailed Job Description:

The facility-scheduling assistant provides support in various aspects of facility scheduling; generates and sends event schedules to distribution lists; create and print room cards. Distribute updated room cards when needed; Make copies of approved confirmations and distribute copies to facility operations staff; File confirmations in the appropriate binder and maintain the files of all confirmations; Move confirmations from binders to filing cabinets at the end of each quarter or year; Keep Facility Scheduling office stocked with operational materials and essential office supplies; Assist Scheduling Coordinator with the invoicing special events; Communicate change of address and information received by clients to Assistant Director, Coordinator or Intern; Complete other projects as assigned by Assistant Director, Coordinator or Intern.

Duties Description:

Duty Pct	Duty Description
100	The facility-scheduling assistant provides support in various aspects of facility scheduling; generates and sends event schedules to distribution lists; create and print room cards. Distribute updated room cards when needed; Make copies of approved confirmations and distribute copies to facility operations staff; File confirmations in the appropriate binder and maintain the files of all confirmations; Move confirmations from binders to filing cabinets at the end of each quarter or year; Keep Facility Scheduling office stocked with operational materials and essential office supplies; Assist Scheduling Coordinator with the invoicing special events; Communicate change of address and information received by clients to Assistant Director, Coordinator or Intern; Complete other projects as assigned by Assistant Director, Coordinator or Intern.

