

**The Ohio State University**  
**POSITION DESCRIPTION**

|                            |                         |                           |
|----------------------------|-------------------------|---------------------------|
| Name:                      | Position #:             | 00101674 (Active)         |
| Employee ID:               | Jobcode/Classification: | 7968 Student Assistant    |
| Effective Date: 11/17/2013 | Working Title:          | Special Events Supervisor |

|                          |             |                          |                  |
|--------------------------|-------------|--------------------------|------------------|
| Class Indicator:         | Student     | Position Status:         | Approved         |
| Salary Admin Plan/Range: | STD / 01    | Status Date:             | 11/20/2013       |
| FLSA Status:             | Nonexempt   | Headcount:               | 10               |
| Senior A & P:            | No          | Target/Hiring Range:     | \$10.00 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 #: | 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:

- Enforces facility policies and procedures (accessibility issues, patron code of conduct, rules by activity areas, etc.); carries out applicable security measures (managing proper activity space policies, accountability of building keys, money handling, etc.); report all building emergencies (Accidents/Injuries, Inclement Weather, etc.) and respond when able; directly oversees the supervision of events held in the RPAC Demonstration Kitchen & maintenance of that space; executes the set-up of activity areas for a variety of internal & external groups as dictated by the event manager/coordinator; provides support for special events, as needed; ensures outstanding customer service; Responsible for setting up and breaking down of RPAC and rental equipment as needed (table, chairs, audio/video, floor covering, etc.); works cooperatively with other areas of the department to achieve established service goals; promotes a safe, clean, functional, and marketable facility; Flexible schedule, ability to work early mornings and nights (depending on event setup/tear down); performs other work as assigned.

## Duties Description:

| Duty Pct | Duty Description   |
|----------|--|
| 60       | Responsible for executing event setups as dictated by event manager/coordinator. Supervise events to address client needs and maintain facility policy. Conduct teardown efficiently and safely to return activity spaces to usual function. |
| 30       | Maintain and supervise the RPAC Demonstration Kitchen space. Communicate with frequent kitchen users to ensure best practices are followed as it pertains to food handling/preparation and kitchen safety.                                   |
| 10       | Other duties as assigned.  |

