



Job Title: Student Office Assistant

Department: Office of Student Life Housing and Residence Education

Job Description: Housing and Residence Education seeks Student Office Assistants to join our team. Office Assistants work 8-28 hours a week at residence hall desks within a residential area to provide a variety of office related tasks and customer service to residential students, staff, and guests. Greets residents, guests, and staff as they enter/exit the building; processes paper mail and packages; assists with Move In and Move Out; addresses access issues including issuing loaner keys, cards, and BuckIDs; performs audits; assists student and higher-level Housing and Residence Education Staff; assists in resolving resident and/or staff concerns; provides appropriate resources. This position is expected to assist in staffing a 24-hour desk and work a variety of shifts that include late night or overnight shifts (between 11pm to 7am). This position includes staffing desks during holidays and breaks (Fall Break). This position reports to a Residence Hall Desk Coordinator.

Required Qualifications:

- Be a residential student on an Ohio State University campus or an off-campus student with previous Office Assistant experience for Housing and Residence Education at The Ohio State University
- Enrolled as a full-time student in academic OSU coursework

Desired Qualifications: N/A

Additional Information:

- Office Assistants must work a minimum of 8 hours per week. Office Assistants can work between 8-28 hours per week
- Adhere to all policies contained in the Residence Hall Handbook, Student Code of Conduct, Conditions of Appointment. Adhere to all expectations and complete any required training including assigned BuckeyeLearns
- Some shifts require the ability to lift up to 25 lbs. Inability to do so may impact hours and shifts assigned to employees
- Pay is \$13

Interested candidates should be aware of the following training requirements and dates before applying: training for Columbus is scheduled to start Sunday, August 4, 2024 through move in. Those selected will need to plan travel around these dates. Note: training dates are subject to change.