



Position Description

Classification: : Student Assistant		Job Code:	
Working Title: Vet House CA		Pay Range:	
		Position #:	
Employee Name:			
Department Area:	Housing and Residence Education		
Hours/Shift:	18 hours per week(average) , 10 month position		
Summary of Duties:	<p>The Vet House staff member is an undergraduate, non-traditional or graduate student who contributes to the facility operation, resident support and administration of the Vet House. Reports to the Housing Coordinator for the Hall Complex and Gateway. Specifically, the staff member is responsible for assisting students in crisis, conducting community meetings, planning and implementing cultural, educational, social and informational programs, serving as a resource to residents, performing regular on-call duties, and assisting with the management of their residential community. The staff member will help fostering relationships within the house, connect residents to on-campus resources (e.g. academic advising, tutoring, student financial aid, etc.) and provide academic, programmatic and career development opportunities. The staff member will help aid in the transition process of Veterans and assist in their acclimation to the University. The CA will serve as a liaison and representative to the University and outside constituents. They may represent the Veteran’s House at University events and Veteran functions and work with University staff and donors to arrange house tours if necessary.</p>		
Supervision and Essential Duties: May divide into as many sections as needed, but all sections must total 100%	45%	Build community and foster relationships with the residents in the house; coordinate programs and events to address the needs of Veterans, reflect Housing and Residence Education's residential curriculum; and serve as a resource for social, academic and personal needs	
	25%	Work with university and outside constituents to enhance the environment and learning opportunities for the residents; assist with plans, meetings and programs regarding the future of the house and the community; when appropriate co-program with The Office for Military and Veterans Services	
	10%	Monitor maintenance, housekeeping and other management issues and concerns; assist with move in and check out processes; assess damages	
	10%	Facilitate events and programs around career development with University members and outside constituents to prepare residents for after college; aid in the transition process for members of the house; assist in the acclimation of residents to the OSU community	
	10%	Meet regularly with supervisor; attend weekly staff meetings; create door decorations and bulletin boards if appropriate; work with faculty; participate in Fall Training; perform other job related duties as assigned.	
Education and Experience:	Required:	Enrolled as a fulltime student at the start of employing semester; must be in good academic standing; minimum number of credits determined by the academic college; 2.5 cumulative and semester GPA (throughout hiring process and during length of employment); available for the entire academic year; available for Autumn Training (typically 2 weeks before Move In Day); US Armed forces to include reservists	
	Desired:	University experience of 1 semester or more; University residential living experience	
Additional Information:		This position is designated as halftime (50%) by the University. University policy limits any additional campus employment to no more than 10 hours.	