

OSUN
Student Employment Job Description

Job#: 3947

Department: The Newark Earthworks Initiative

Job Title: _____

Supervisor: Marti Chaatsmith **Phone #:** 364-9575 **Email:** chaatsmith.1@osu.edu

Hourly Rate: \$ 7.92

Quarters job is available: Summer x Autumn x Winter x Spring x
Times job is available: Mornings x Afternoons x Evenings Weekends

Job Description (as detailed as possible):

Duties include but are not limited to:

- Types correspondence, newsletter and other publicity.
- Design and distribute publicity materials about NEI programs for the campus and community.
- Assists in planning and organizing receptions, lectures and other special events.
- Organizes and maintains files.
- Acts as assistant to Newark Earthworks Initiative Executive Committee and Assistant Program Coordinator.
- Manages NEI email account.
- Correspond with NEI Charter and Affiliated Faculty and other faculty committees.

Some evening hours will be required for special events and lectures.

This job does not replace a full-time employee.

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