



Hire a Student Form 1: Position Selection

Supervisor Name:

Today's Date:

Standard hours per week:

Business Purpose:

Preferred Start Date:

Preferred Posting Location/s:

OSU Job Board	Glenn College Student ListServe	Undergraduate Research Office
Posters around campus	Other:	

Source of funding:

Org	Fund	Program	Project	User Defined

Other Relevant Information:

On the next page, select the position that best fits your need. See Jenna Richey if none apply.

**THE OHIO STATE UNIVERSITY**

JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

Selection	Position Title	Pay Rate	Duties and Responsibilities
	Student Assistant 1	\$9.00	Assist in daily office tasks; perform minimal data entry and verification; provide administrative assistance to faculty, staff, students, and guests; schedule meetings and maintain shared calendars; maintain copy room and supplies; coordinate mailings; perform other duties as assigned; operate under much supervision.
	Student Assistant 2	\$10.00	Assist in daily office tasks; perform data entry and verification; draft documents and PowerPoints; provide administrative assistance to faculty, staff, students, and guests; schedule meetings and maintain shared calendars; maintain copy room and supplies; coordinate mailings; perform other duties as assigned; operate under moderate supervision.
	Student Assistant 3	\$11.00	Assist in daily office tasks; perform data entry and verification; draft documents and PowerPoints; provide administrative assistance to faculty, staff, students, and guests; schedule meetings and maintain shared calendars; maintain copy room and supplies; coordinate mailings; perform other duties as assigned; operate under minimal supervision.
	Student IT Assistant 1	\$9.00	Maintain copy machines and other supplies; provide IT support to faculty, staff, students, and guests; respond to help tickets; coordinate and receive mailings; install hardware and software; perform other duties as assigned; maintain computer lab spaces; operate under much supervision.
	Student IT Assistant 2	\$10.00	Maintain copy machines and other supplies; respond to help tickets; provide IT support to faculty, staff, students, and guests; coordinate and receive mailings; install hardware and software; perform other duties as assigned; maintain computer lab spaces; operate under moderate supervision.
	Student IT Assistant 3	\$11.00	Maintain copy machines and other supplies; respond to help tickets; provide in-depth IT support to faculty, staff, students, and guests; coordinate and receive mailings; install hardware and software; maintain computer lab spaces; perform other duties as assigned; operate under minimal supervision.
	Student Research Assistant 1	\$11.00	Assist in daily office tasks; assist in research activities; work collaboratively with faculty and staff; review, evaluate, analyze, and summarize literature and articles; provide much administrative assistance to faculty and staff; prepare minimal documents and reports; perform other duties as assigned; operate under much supervision.
	Student Research Assistant 2	\$12.00	Assist in daily office tasks; assist in research activities; work collaboratively with faculty and staff; review, evaluate, analyze, and summarize literature and articles; provide moderate administrative assistance to faculty and staff; prepare documents and reports; perform other duties as assigned; operate under moderate supervision.
	Student Research Assistant 3	\$13.00	Assist in research activities; work collaboratively with faculty and staff; review, evaluate, analyze, and summarize literature and articles; provide minimal administrative assistance to faculty and staff; prepare in-depth documents and reports; perform other duties as assigned; operate under minimal supervision.

HR Approval Signature: _____