



Position Description

OSU Classification: OWL Student Coordinator		Job Code:
Working Title: OWL Student Coordinator		Position #:
Employee Name:		
Department:	Housing and Residence Education	
Function Statement /Summary of Duties:	The OWL Student Coordinator will spend the summer months (May – August) helping Housing and Residence Education to plan and implement all aspects of the Ohio State Welcome Leader (OWL) program. This position will lead the entire OWL program including Area Coordinators, OWL-Coordinators, and Ohio State Welcome Leaders (OWLs) throughout the OWL experience and Move-In, which can include up to 1,000 people. Summer months will include a handful of weekly meetings including working with the planning team, attending and contributing to departmental committee initiatives, individual meetings with their supervisor, and working on tasks to prepare for the Ohio State Welcome Leader program. The summer office location will be in Bowen House (2125 N High St, Columbus, OH 43210) in the Base Camp event space area where team members will work in close proximity throughout the summer with some flexibility for remote work as well. This role includes 20 hours per week at a pay rate of \$13/hour.	
Essential Duties:	70%	Project Management <ul style="list-style-type: none"> Plan and implement all aspects of the Ohio State Welcome Leader (OWL) program. Determine overall schedule for this early arrival/engagement program. Space reservations and space utilization plans as well as possible crowd control options. Collaborate with internal and external campus partners that play an active role in the program. Aid in large budget management for the program related to supply orders, activities, meals, etc. Determine volunteer assignments for OWL program and for Move-In. Create an evaluation process to measure successes and challenges of the overall OWL experience. Move supplies around campus as needed for various events, distribution, and storing it.
	15%	Training & Development <ul style="list-style-type: none"> Aid in recruitment for the student leader volunteer roles within the program. Develop and Implement training for our experienced Area Coordinator student leaders. Develop and Implement training for our OWL-Coordinators. Develop and Implement training for our OWLs (Move-In Volunteers). Assess the needs of the R-LEAD participants and communicate needs to HRE staff. Serve as a campus resource by providing student leaders, families, loved ones, and students with information throughout the OWL program and Move-In week. Preserve the confidentiality of personal interactions with students when appropriate.
	10%	Communication & Presence <ul style="list-style-type: none"> Manages communication with student leaders (emails, newsletters, instructions). Ensure a high level of customer service is consistently provided to residents and guests. Maintain effective and regular communication with OWL planning team, HRE staff, and partners. Attend all events throughout the OWL program and arrive early to assist with set-up. Report physical and mental health wellness concerns observed to professional staff.
	5%	Meetings & Administrative Duties <ul style="list-style-type: none"> Attend regular meetings with the OWL Planning Team, Student Involvement & Leadership Committee, campus partners, and other relevant Housing and Residence Education events. Schedule 10 hours of in-person work time at Bowen House Event Space (ILO Headquarters) during business hours each week. Miscellaneous tasks throughout the summer to support programs and services offered through the Housing and Residence Education department.
Education and Experience:	Required:	<ul style="list-style-type: none"> Must be a current full-time undergraduate student in academic OSU coursework (Does not need to take classes over the summer).



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		<ul style="list-style-type: none">• Must be in good standing at the university.
	Desired:	Previous experience with the Ohio State Welcome Leader (OWL) program.
Additional Information		
Emergency Closing Designation (Short-Term):		This position has been designated as a Standby position for short term university closures. See University Policy 6.17.
Disaster Designation (Long-Term):		This position has been designated as a Standby position for short term university closures. See University Policy 6.17.