**The Ohio State University**

**POSITION DESCRIPTION**

Name: Position #: 00070219 (Active)

Employee ID: Jobcode/Classification: 7968 Student Assistant

Effective Date: Working Title: Stdt Ast ES Imaging Center

Class Indicator: Student Position Status: Approved

Salary Admin Plan/Range: STD / 01 Status Date: 6/27/2013

FLSA Status: Nonexempt Headcount: 1

Senior A & P: No Target/Hiring Range: $9.51 to $13.00 per hour

Reg/Temp/Term: Temporary Long Term Closure Code: Standby

Full-Time/Part-Time: Part-Time Short Term Closure Code: Standby

Appointment Length: 52/52 Weeks Standard Hours: 20

College/VP Office: Office of Academic Affairs 1) Reports to Position #: 00045225

Department: D4214 Grad and Prof Admissions Working Title: Document Mgmt Lead

Position Organization: 42143 Enrollment Srvcs Imaging 2) Reports to Position #:

Working Title:

Detailed Job Description:

The Student Assistant of Enrollment Services Imaging Center is responsible for working collaboratively and in coordination with the Imaging Center professional staff to organize and prepare all incoming documents for imaging and processing, moving along each document through the imaging workflow process from receipt to retention; handles intake and delivery of all mail for the Student Academic Services Building(SAS) and maintains the building mailroom; processing incoming documents received in the Imaging Center by sorting and organizing documents by category in preparation for processing; paper documents are then scanned into the imaging system, indexed according to rules pertaining to specific documents and finally stored following the Enrollment Services service level agreements and retention schedule; responsible processing electronic documents received through uploaders and email; electronic documents are imaged and indexed following the same workflow guidelines as paper documents; expected to skillfully process every document through each stage of the workflow process from initial receipt to retention; research and resolve problems; work individually and in a team environment; all duties are to be performed with the highest level of professionalism and confidentially.

Duties Description:

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| **Duty Pct** | **Duty Description** |
| 50 | receives, organize, sort and deliver mail for the Student Academic Services Building (SAS); organizing and sort Imaging mail by category to ready for processing ? Student Financial Aid, University Registrar, Undergraduate Admissions, and Graduate/Professional Admissions; prepare and organize all documents (domestic and international) received by mail, to be scanned for processing; |
| 50 | scan all documents into OnBase Imaging System; index all documents (paper documents received by mail, uploaders ? electronic, and HelpSpot Tickets ? electronic; receive and complete checklist according to department; shelve and store documents according to the Enrollment Services retention schedule; work in a confidential capacity; other duties as assigned; |

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Effective Date: Working Title: Stdt Ast ES Imaging Center

Supervises: 0 Mgrs/Dirs 0 Non-Supervisory Prof Staff 0 Students

0 Supervisors 0 Support Staff

Minimum Education Requirement: HS Graduate or Equivalent

#1 Major: #2 Major:

Additional Education Desired:

#1 Major: #2 Major:

Experience:

currently enrolled OSU student in good standing with fees paid; strong work ethic and initiative; strong organizational skills and attention to detail; experience with MicroSoft Office; ability to work in a team-oriented atmosphere; ability to work independently; perform with the highest level of professionalism and confidentially.