Teaching and Learning Assistant
Under the supervision of the Head of the Teaching & Learning Department, the Teaching & Learning Assistant provides administrative support for the activities of the department. The Assistant works closely with departmental colleagues to support outreach and programming that supports first- and second-year students; to support the Research & Learning Collaborative; to gather and report statistics related to the department’s programs, as well as various teaching activities across University Libraries; and to support relevant programming and events. The successful candidate will have experience that demonstrates their initiative, flexibility, attention to detail, organizational and customer service skills, and strong communication skills.

Required Experience:
High school diploma or equivalent certificate.
Two years of professional experience in an educational or service support environment.
Demonstrated ability to manage multiple projects effectively
Experience with creating and maintaining staffing schedules
Demonstrated ability to collect, compile, and report program data
Strong communication, organizational, and reporting skills
Demonstrated initiative and attention to detail

Desired Education and Experience:
Experience with online instruction and/or learning management software.
Interest in and/or ability to learn more about both hardware and software.

Pay Range:
$18.61-$23.00 per hour

Application:
Please submit resume, cover letter, and online application at
https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Teaching---Learning-Assistant_R42084

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