### Position: StAP Internship Coordinator

The Student Services Board Coordinator organizes off campus, social, cultural, and intellectual programming for students in the HLC. This is a full-time, 10-month, temporary position through the Center for Community Engagement that requires a strong commitment to student success and to the development of students’ leadership, cultural, and community service skills.

#### Position Overview
- **Organization:** Student Life
- **Programs:** Leadership Development, Cultural Engagement, Community Service

#### Responsibilities
- **Program Development:** Develop and implement programs and events that align with the Center for Community Engagement’s mission and goals.
- **Community Engagement:** Engage students in community service activities and encourage them to build a sense of community through service.
- **Leadership Development:** Offer workshops and training sessions to help students develop leadership skills.
- **Cultural Engagement:** Organize events that promote cultural understanding and awareness.

#### Qualifications
- Bachelor’s degree in a related field.
- Experience in program planning and execution.
- Strong interpersonal and communication skills.
- Ability to work independently and collaboratively.

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### Position: Laboratory Coordinator

This position is responsible for the management and operation of the SEM Laboratory located in the Robert F. Smith Center. The coordinator will be a key member of the HLC accreditation team and will assist with uploading and linking evidence files within the HLC online system.

#### Position Overview
- **Organization:** Science and Technology
- **Programs:** Science Research, American Indian Studies

#### Responsibilities
- **Laboratory Management:** Oversee the day-to-day operations of the SEM Laboratory, ensuring the facility is well-maintained and accessible to students.
- **Equipment Maintenance:** Conduct routine maintenance and troubleshooting to keep the equipment in optimal working condition.
- **Data Management:** Assist with the collection and organization of data for the SEM Laboratory.

#### Qualifications
- Bachelor’s degree in a related field.
- Experience in SEM operation and maintenance.
- Strong organizational and communication skills.
- Ability to work independently and as part of a team.

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### Position: Health Services Center Intern

The Health Services Center Intern will serve in a supporting role to the Director of Health Services Center and will be involved in various aspects of the center’s operations.

#### Position Overview
- **Organization:** Student Life
- **Programs:** Health and Wellness

#### Responsibilities
- **Patient Care:** Provide basic medical care and clinical support to students.
- **Administrative Support:** Assist with scheduling appointments and managing patient records.
- **Education:** Conduct health education sessions and provide resources to students.

#### Qualifications
- Bachelor’s degree in a health-related field.
- Experience in a healthcare setting.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

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### Position: Women’s Resource Center Coordinator

The Women’s Resource Center Coordinator is responsible for the development and implementation of programs and services that support the mission of the center.

#### Position Overview
- **Organization:** Student Life
- **Programs:** Women’s Studies, Gender Studies

#### Responsibilities
- **Program Development:** Plan and implement programs and events that promote women’s issues.
- **Resource Management:** Organize and maintain resources available to students.
- **Community Engagement:** Engage with community partners to enhance services and resources.

#### Qualifications
- Bachelor’s degree in a related field.
- Experience in program planning and execution.
- Strong organizational and communication skills.
- Ability to work independently and as part of a team.
The position will support the Office of the Vice President for Finance & Administration. The intern will assist in the completion of special projects and ongoing efforts related to the vice president’s office, including the development of policies and communications. Additionally, the intern will assist with the management of the ISAP program. The ISAP program provides opportunities for international students to gain experience in their chosen field through internships in various organizations in Delaware County. This position will support the Office of the Vice President for Finance & Administration. The intern will assist in the completion of special projects and ongoing efforts related to the vice president’s office, including the development of policies and communications. Additionally, the intern will assist with the management of the ISAP program. The ISAP program provides opportunities for international students to gain experience in their chosen field through internships in various organizations in Delaware County.

Students must be available to work at least 20 hours per week during the semester and must be able to work independently. Strong computer and technology skills, including proficiency in Microsoft Office and other software programs, are required. The position requires the ability to work effectively in a fast-paced environment and to prioritize tasks. Experience in customer service or administrative support is preferred but not required.

Skills Needed:
- Excellent communication skills.
- Attention to detail.
- Ability to work independently.
- Strong organizational skills.
- Proficiency in Microsoft Office and other software programs.

Responsibilities:
- Assisting with the planning and execution of special events.
- Providing administrative support for the vice president’s office.
- Assisting with the management of the ISAP program.
- Assisting with the development of policies and communications.

Qualifications:
- Bachelor’s degree in a related field.
- Proficiency in Microsoft Office and other software programs.
- Experience in customer service or administrative support is preferred but not required.

This position is available to current students at The Ohio State University. Applications will be accepted on a rolling basis until the position is filled.
The position requires managing several maintenance and repair tasks to ensure the smooth operation of the facility. The ideal candidate will have experience with basic maintenance tasks such as plumbing, electrical work, and general repairs. They must also have a strong understanding of safety and compliance regulations. The position requires working with tools such as hammers, screwdrivers, wrenches, and drills. The candidate must be able to work independently and follow instructions. The position is a full-time, exempt position with a competitive salary. The position requires travel to other locations within the university. The position requires strong communication and interpersonal skills. The position requires working with a variety of people, including students, faculty, and staff. The position requires strong problem-solving and critical thinking skills. The position requires a high level of attention to detail. The position requires the ability to prioritize tasks and manage time effectively. The position requires the ability to work in a fast-paced environment.