



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Graduate Assistant for the Point and Business Development at Otterbein University

Job Class: Staff

Department: The Point

FLSA status: Part-time/Non-Exempt/12-months

Reports to: Executive Director of The Point and Business Development

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1151; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For more information: Please visit <https://www.otterbein.edu/about/careers/>

BENEFITS of this position include tuition waiver for graduate school studies and \$6,000 additional stipend. To learn more about the Point at Otterbein visit <https://otterbeinpoint.com/>

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

SUMMARY: Under the direction of the serves as support for the operation, program and industry relations within the Point.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinates operations. Supports the operational needs of The Point, maintains records using online financial and project management support tools.

Supports The Point. Collaborates with the Executive Director to maintain marketing and communication objectives through website support, social media and other print materials.

Supports Otterbein Professional Development and Corporate Engagement: This includes but is not limited to; providing excellent customer service, tracking engagement, organizing leadership training, communicating with local professionals and corporate leaders via phone, email, and in person.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: Must be admitted or enrolled into a Graduate School Program at Otterbein University; preferably the MBA program. Must be self-motivated and able to work independently. Must be able to serve as a leader and to work as a team member. Must be able to interact collegially with students, alumni, faculty, staff and administrators. Must be committed to customer service. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree with technical and/or business related background.

CERTIFICATES, LICENSES, REGISTRATIONS: Must maintain a valid Ohio driver's license.

LANGUAGE SKILLS: Must possess strong presentation, interpersonal and communication skills including competency in verbal and written English grammar. Excellent customer service skills are essential.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Must take pride in and be thorough in quality of work produced; must be able to use general office equipment including office PC with proficiency in a Windows-based environment (Word, Excel, and PowerPoint preferred), copier, telephone, facsimile machine, etc.

REASONING ABILITY: Must possess excellent attention to details; must be self-motivated and a team player and interact collegially with students, faculty, parents, staff, alumni and administrators; must be able to exercise sound judgment in unusual/new situations. Must be able to analyze statistical reports and assimilate the data into the formulation of strategic plans for the advancement of the Graduate School and its programs.

ORGANIZATIONAL SKILLS: Must be exceptionally well-organized and able to multi-task efficiently. Must be able to work independently and to prioritize with little direct supervision. Must be able to maintain confidentiality.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to spend prolonged periods of time working on an office PC; able to reach, lift to 40 pounds, travel to and transport materials to off-site locations; travel throughout the office to use other office equipment; must be able to effectively communicate with co-workers and other constituencies; must be able to effectively design, process and present work essential to completing responsibilities of the position; must be able to work under deadlines with constant interruptions. Must be able to meet regular and predictable attendance standards; must be able to work at least one evening per week.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting and occasionally in off-site locations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right

of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources and Legal Affairs, Title IX Coordinator
614.823.1130