**Psychology Student Front Desk Assistant - Department Ambassador**Due to [psychadvising@osu.edu](mailto:psychadvising@osu.edu) by 5pm on Wednesday, March 5th, 2025

Our department is seeking to hire enthusiastic, motivated, and responsible psychology students to serve as Psychology Department Ambassadors, advising office support staff, and social media content creators (pay range $13-$13.65). Students will work a set 2-3 hours each week in the Psychology Advising office. Activities include:

* Creating social media content
* Scheduling student advising appointments
* Checking in students for advising appointments
* Welcoming visitors to the department and directing them to the appropriate offices
* Answering inquiries (in-person, via phone, and via email) from visitors, students, faculty, and staff and directing them to appropriate resources
* Meeting with students in a mentoring capacity
* Scheduling rooms for events
* Ordering, stocking, and maintaining inventory of office supplies
* Assisting with planning and implementing undergraduate and department programming/events (scheduling speakers, event promotion, setting up, running registration tables, introducing speakers, etc.)
* Other projects and duties as assigned by the Director of Undergraduate Programs and/or the Office Manager

In addition, students will have the opportunity for additional hours serving as a Psychology Department Ambassador. Activities include:

* Assisting with recruiting prospective students through email, phone calls, in-person visits and recruitment events
* Attending department events

1. Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Preferred first name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Preferred pronouns\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. OSU email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**We will communicate with you about interviews, etc. using this address—please check it regularly**)

1. Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Expected graduation year and term (**cannot be earlier than SP26 to be eligible**) \_\_\_\_\_\_\_\_\_\_\_\_\_
3. Number of terms completed at OSU \_\_\_\_\_\_\_\_\_
4. GPA \_\_\_\_\_\_\_\_
5. What year/term did you declare psychology as your major? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Please list your planned activities/involvement in AU 2025 and SP 2026 at OSU & beyond AND hours/week they require (list days and times of the week you expect to be involved in other activities). Department and recruiting events often occur in the late afternoons into early evenings and on weekends.

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1. What events have you attended in the Psychology Department (list on lines below)?
   1. For reference, some of our department events are: <https://psychology.osu.edu/events?field_evt_taxonomy2_target_id=88> :

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1. One of the responsibilities of this position is to create social media content to engage current and incoming students.
   1. List the graphic design tools/software you are familiar with.

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* 1. Consider what you and other students might like to see on our Instagram. Describe 2 ideas that you have for an Instagram post. About 3-5 sentences each.

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* 1. Create an Instagram post using **Canva**.
     1. Make a post inviting students to come to our Research Colloquium. Visit go.osu.edu/event5 to learn more
     2. 1-3 pages
     3. Be creative with your design! Take a look at our Instagram (@osupsychadvising) for inspiration.
     4. Make sure to include at least one OSU-specific element such as color, symbols, pictures, etc.
     5. Pay attention to the readability (font size, etc.)
     6. Create a design “Instagram post (square)”
     7. To make a PDF file: title the file with your first and last name then select “Share” then “Download” and switch the file type to “PDF Standard”

A complete application includes:

An email sent by 5pm on Wednesday, March 5th, 2025, to [psychadvising@osu.edu](mailto:psychadvising@osu.edu) with the following attached:

* This Application, submitted as a Word document (.doc) or a PDF (.pdf)
* Your Resume
* Your Advising Report
* A PDF of your Instagram Post

Next Steps:

We will communicate with you through your OSU email address. Applicants moving on in the process will be invited to interview. Interviews will take place on April 2, April 3, and April 4.