



STUDENT EMPLOYMENT JOB DESCRIPTION

Job#: 99842

Department: Public Safety and Security

Job Title: Student Employee

Supervisor: Ben Clemons **Phone #:** 614-247-8194 **Email:** clemons.127@cotc.edu

Hourly Rate: \$12.30

Qualifications:

Potential candidates must:

- Have at least 2 Full Semesters remaining at The Ohio State University
- Be able to work a minimum of 12 hours a week during fall and spring semesters
- Have a good driving record
- Have an excellent record of punctuality and attendance
- Have excellent communication skills, ability to follow directions and be able to work well in a cooperative team environment

Job Description:

25% Perform a variety of safety and security-related duties; administer first aid as needed, operate small fire extinguishing equipment, operates campus vehicles; promote proper safety practices among campus population.

20% Student shuttle drivers may be asked to transport faculty, staff, students and visitors between the Newark campus and other sites, such as The Works, C-TEC, and the Columbus campus, and to perform other duties unrelated to the campus shuttle service

25% Enforces campus parking regulations, issue parking citations, check buildings for safety and security hazards, secure and open buildings, classes, and offices as needed.

15% Conduct security patrols of all campus facilities and parking lots on and off campus property

5% Conduct inspections of emergency, interior and exterior lighting as needed and report outages of lights to facilities maintenance. Conducts fire extinguisher inspections.

5% Issue parking permits and IDs. Dispense/receive campus keys for full and part-time staff and faculty.

5% Responds to fire alarms as appropriate and resets alarm panels as needed.

A [Drivers Registration Form](#) is required.

- Will the Student Employee have access to restricted data (to include elements such as name/social security number, driver's license number, debit/credit card account data. Refer to complete description at [Data Element Classification List](#)), cash, **and/or** be working/providing services unsupervised by any university/college faculty/staff?

Yes (Third party background check required-completed on line)
 No

- Will the Student Employee be working with minors; including care, custody or control of a minor? (The definition of "minor" does not include persons under the age of 18 who are enrolled for academic credit or have been accepted for enrollment.)

Yes (BCI & FBI background checks required-completed @ Security Office)
 No

This job does not replace a full-time employee.

Click here for an [application](#)

COTC Account #: 72010

OFFICE OF FINANCIAL AID USE ONLY

- Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs Yes No
- Students in this job provide services to students with disabilities Yes No
- Background Check Required? Yes (BCI & FBI ~ Third Party) No

11/20/23