STUDENT EMPLOYMENT JOB DESCRIPTION

Job#: _#99342_

Department: _Gateway-Admissions_

Job Title: _Student Employee___

Supervisor: Brandy Frias_   **Phone #**: _740-755-7344_   **Email:**_ frias.21@cotc.edu_

Hourly Rate: $_11.55_

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Requirements:
- Must have a minimum of 6 months prior work experience in a customer service field
- Ability to work independently and with team members during internal events
- Maintain professionalism as a student representative of the college
- Must be a proficient user of technology including good working knowledge of Microsoft Office
- Willingness to be trained

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Qualifications:
- Must have highly developed communications and leadership skills for Admissions events and programs
- Strong organization and time management skills
- Must be reliable, prompt, and adapt well to changes in schedules and programming
- Possess problem-solving and critical thinking skills

Summary of Duties:
- Learn and apply comprehensive knowledge of COTC, Admissions, Academics, and Campus Services
- Engage with prospective students to answer questions about academic programs, Admissions processes and services provided at COTC
- Conduct outreach to prospective students through utilization of technology programs and telephone system
- May be responsible for leading and supporting small and large group activities including campus tours during cost-shared events with diverse populations
- Provide event support including preparation and implementation
- Data entry with access to confidential and sensitive information

Background check required for selected applicant.

This job does not replace a full-time employee.

Click here for an application

COTC Account #:51010__

02/28/2023