STUDENT EMPLOYMENT JOB DESCRIPTION

CENTRAL OHIO TECHNICAL COLLEGE

Job#: 99672_

Department: Student Success Center_

Job Title: _Student Assistant_

Supervisor: Ben Hampshire   **Phone #**: 740-755-7773_   **Email:** hampshire.605@mail.cotc.edu_

Hourly Rate: $_ 10.80_

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Qualifications:

Candidates must possess good written and verbal communication skills, organization and time management skills, and basic phone etiquette. Candidates must have basic familiarity with MS Office products, such as Word, Excel, and Outlook, and basic office equipment. Previous customer service experience is preferred. Successful completion of a background check is required.

Job Description:

45%   Maintain front desk coverage and provide customer service to guests. Greet guests, answer phones and provide appropriate guidance on individual's needs for tutoring and testing. Perform daily clerical tasks such as printing, scanning, collating, filing, answering phones, taking messages, forwarding and directing call appropriately, running errands, and other tasks as needed.

30%   Distribute exams to students and maintain visual test security throughout test proctoring process. Proctor exams for students with ODS accommodations and ensure that ODS and ADA policy is being always followed. Assist in proctoring health selection exams, admission exams and other program specific testing. Maintain confidentiality.

25%   Assist students with scheduling appropriate student services in the success center, such as testing, tutoring and success coaching. Maintain accurate records of activities.

A background check is required for selected applicant.

This job does not replace a full-time employee.

Click here for an application

COTC Account #: 53010-12_ (Newark)

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   _x_ No

- Students in this job provide services to students with disabilities _x_ Yes   __ No

- Background Check Required? __X_ Yes (Third Party)

07/29/22