



STUDENT EMPLOYMENT JOB DESCRIPTION

Job#: 99722

Department: Gateway- Admissions

Job Title: Admissions Outreach Assistant

Supervisor: Cassie Summers **Phone #:** 740-755-7705 **Email:**summers.242@mail.cotc.edu

Hourly Rate: \$11.55

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 office equipment. Previous customer service experience is preferred but not required. Successful completion of a background check is required.

Job Description:

- Assist in out-going call campaigns to students and prospective students that include:
 - Calls to prospective students to promote COTC and on-campus events
 - Calls to applicants for next steps
 - Calls to applicants enrolled in orientation to encourage completion of orientation course.
 - Calls to orientation completers for next steps.
 - Reminder calls for events and appointments
- Responsible for scheduling appointments with admissions representatives and enrollment navigators, campus visits and other event sign-up.
- Data entry in Colleague in relation to notes concerning phone calls, and prospect entry in CRM Recruit.
- Assist in answering in-coming Gateway phone calls – trouble-shooting issues as needed
- Maintain confidentiality and abiding by FERPA guidelines
- Prepare packets of information for various events and information meetings
- Assist with Gateway events as assigned, including providing tours, event preparation, set-up/take-down, welcome table, etc.
- Operate office machinery (copy machine, computer) and computer software i.e. Colleague, CRM Recruit, Interaction Connect and various Microsoft Office applications
- Some travel and some evening hours may be necessary
- Other duties as assigned

A background check is required.

This job does not replace a full-time employee.

Click here for an [application](#)

COTC Account #: 51010

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 (Third Party)