

**COTC**  
Student Employment Job Description

Job#: 98572

Department: Gateway

Job Title: Gateway Records Assistant

Supervisor: Veronica Rine

Phone #: 740-366-9222

Email: rine.60@cotc.edu

Hourly Rate: \$ 8.15

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Terms job is available: Summer

Autumn

Spring

Times job is available: Mornings

Afternoons

Evenings occasionally

Weekends

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*Include specific information regarding level of responsibility, range and complexity of duties and training/experience required for this position.*

**THIS IS A FEDERAL WORK STUDY POSITION**

**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. Successful completion of a background check is required.

**Summary of Duties:**

- Maintain confidentiality
- Collect mail from Services Center/Courier and distribute appropriately
- Assist with filing, including alphabetizing forms
- Operate simple office machinery (copy machine, fax) and computer software i.e. Colleague, and various Microsoft Office applications
- Provide basic information to students/parents
- Process transcripts, high school and college
- Data entry, document imaging project, retrieve files from Microfilm, pull folders
- Assist with Gateway events as assigned, including preparation, set-up/take-down, welcome table, etc
- Some evening hours may be necessary
- Other duties as assigned

Background check required for selected applicant.

This job does not replace a full-time employee.

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**COTC Account #:** 11-12-01-51010

**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 (RD)  No