

# COTC

## Student Employment Job Description

**Job#:** 99252

**Department:** Admissions – Special Events

**Job Title:** Special Events Student Ambassador

**Supervisor:** Tonia Osborn      **Phone #:** 740-755-7122      **Email:** tosborn@cotc.edu

**Hourly Rate:** \$ 9.20

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Terms job is available:    Summer X                                  Autumn X                                  Spring X  
Times job is available: Mornings X                  Afternoons X                  Evenings X                  Weekends X

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**Qualifications:**

- Strong organizational skills, communication skills, and customer service skills are essential.
- Must be able to lift 50 pounds and carry it a distance of approx. 30 feet.
- Must have a valid driver's license.
- Must be able to complete a BCI & FBI background check with no felony convictions and no history of a series of misdemeanor violations that have occurred in the last five years prior to working for COTC
- Must be reliable, prompt, and flexible and have a great sense of responsibility and team spirit.
- Must be reliable and able to travel to and from off campus work site.
- Ability to work independently and coordinate with team members involving set up at internal and external events.
- Moderate to highly developed communications and leadership skills for community outreach programs.
- Able to work some nights and weekends as needed.

**Summary of Duties:**

- May be responsible for small group activities with participants.
- Assist in preparation, set-up, and take-down for all dedicated events.
- Set up and break down necessary projects, equipment and materials for events.
- May require responsibility of maintaining and tracking event data.
- Maintain inventory, supplies, collateral, and ensure collection of any documents required for events.
- Work closely with staff, faculty, and Special Events Coordinator to maintain organization and successful completion of events.
- Represent COTC at community events through networking, communication, and participation while promoting the mission of Central Ohio Technical College.

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 X Yes    \_\_\_ No

Students in this job provide services to students with disabilities \_\_\_ Yes    X No

Background Check Required? X Yes (SS)    \_\_\_ No