



# STUDENT EMPLOYMENT JOB DESCRIPTION

**Job#:** 99844

**Department:** Facilities – Pataskala campus

**Job Title:** Campus Building Assistant

**Supervisor:** Robert Drakeford

**Phone #:** 740-755-7370

**Email:** drakeford.8@mail.cotc.edu

**Hourly Rate:** \$13.00

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**Qualifications:** *(specific training/experience required)*

- Must maintain confidentiality and uphold professionalism while supporting the values and institutional goals.
- Represent the college in a positive, unbiased manner and create an atmosphere where others feel comfortable.
- Be reliable, punctual, and attend the workplace regularly as per the defined work schedule.
- Promote positive morale and teamwork within the department.
- Can provide feedback to supervisor regarding daily activities.
- Ability to work independently, use good judgement to complete assigned duties.
- Familiar with technology and PC programs for updating campus computers. On the job training will be provided
- Customer Service experience.
- Knowledge of minor maintenance tasks
- Knowledge of minor grounds-keeping and housekeeping tasks.
- Travel and evening hours may be required.

**Job Description:** *(specific information regarding level of responsibility, range, and complexity of duties with percentage of time for each)*

- Assist with installation and maintenance of campus laptops and desktop computers. **(70%)**
- May perform light housekeeping, grounds-keeping and minor maintenance tasks as assigned. **(15%)**
- Provide customer service and answer inquiries for students, faculty, community members and assist students in the Center for Student Success. **(10%)**
- Completes other duties as assigned. **(5%)**

Will the Student Employee have access to restricted data (to include elements such as name/social security number, driver's license number, debit/credit card account data, refer to complete description under the [Institutional Data Policy Data Element Classification List](#)) cash, and/or be working/providing services unsupervised by any university/college faculty/staff?

☐ **Yes** *(Third party background check required-completed online)*

☒ **No**

Will the Student Employee be working with minors; including care, custody, or control of a minor? (The definition of "minor" does not include persons under the age of 18 who are enrolled for academic credit or have been accepted for enrollment.)

☐ **Yes** *(BCI & FBI background checks required-completed @ Security Office)*

☒ **No**

This job does not replace a full-time employee.

Click here for an [application](#)

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**COTC Account #:** This is a FWS position

**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 (BCI & FBI ~ Third Party) ☒ No