



STUDENT EMPLOYMENT JOB DESCRIPTION

Job#: 38832

Department: Public Safety/Security

Job Title: Student Employee

Supervisor: Richard (Ben) Clemons **Phone #:** 614-247-8194 **Email:** clemons.127@cotc.edu

Hourly Rate: \$ 12.30

Qualifications: High School diploma or GED required. Valid Ohio Driver’s license with clean arrest and driving record; selected candidate will be subject to a criminal background investigation, fingerprinting, employment history verification, driving record abstract

Job Descriptions:

25% Perform a variety of safety and security-related duties; administer first aid as needed, operate small fire extinguishing equipment, operates campus vehicles; promote proper safety practices among campus population.

25% Enforces campus parking regulations, issue parking citations, check buildings for safety and security hazards, secure and open buildings, classes, and offices as needed.

15% Conduct security patrols of all campus facilities and parking lots on and off campus property

15% Conduct inspections of emergency, interior and exterior lighting as needed and report outages of lights to facilities maintenance. Conducts fire extinguisher inspections.

10% Issue parking permits and IDs. Dispense/receive campus keys for full and part-time staff and faculty.

10% Responds to fire alarms as appropriate and resets alarm panels as needed.

Background checks are required for selected applicant

This job does not replace a full-time employee.

Click here for an [application](#)

COTC Account #: 72010

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 (FBI, BCI, I, Driver’s License search & 3rd Party)