

**COTC**  
Student Employment Job Description

**Job#:** 98372

**Department:** Communications Resource Center (Center for Student Success)

**Job Title:** Writing and Speech Consultant (Tutor)

**Supervisor:** Bruce Weaver      **Phone #:** 740-366-9421      **Email:** bweaver@cotc.edu

**Hourly Rate:** \$ 9.70

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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   

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**Qualifications:**

- Must have completed Composition 1, Composition 2 and a speech course with an A or B grade.
- Must have excellent written and spoken communication skills.
- Must demonstrate ability to communicate written and spoken communication skills simply, accurately, and effectively to students.
- Must demonstrate patience while working with students at all levels, ages, and abilities.

**Summary of Duties:**

- Provide guidance to students enrolled in written and spoken communications courses.
- Provide guidance to students enrolled in other courses in which written and spoken communication is required.
- Instruct students regarding the use of computers and other equipment.
- Guide students to specific reference materials and resources.
- Monitor and assist with daily operations of the Communications Resource Center.
- Work with people who are currently enrolled as students with Central Ohio Technical College (COTC) and with people from the community, including students enrolled in the Transitions to College program, which is a collaborative effort between COTC and Adult Basic and Literacy Education (ABLE).

This job does not replace a full-time employee.

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**COTC Account #:** 11011

**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   X   Yes       No

Background Check Required?    Yes (SS or RD)      X   No