Job#: _98572_

Department: Gateway-Records_

Job Title: _Gateway Records Student Assistant__

Supervisor: Veronica Porter_   **Phone #**: 740-366-9222_   **Email:** _porter.1249@cotc.edu_

Hourly Rate: $13.00

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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.

Job Description:
- 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.

Click here for an application

COTC Account #:<u>51010</u>

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- 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   <u>X</u> No

- Students in this job provide services to students with disabilities __Yes   <u>X</u> No

- Background Check Required? __X_ Yes (Third Party)   ___No

6/21/24