



# STUDENT EMPLOYMENT JOB DESCRIPTION

**Job#:** 98772

**Department:** Student Life

**Job Title:** Student Activities Assistant

**Supervisor:** Hannah Barney      **Phone #:** 740-755-7316      **Email:** barney.136@cotc.edu

**Hourly Rate:** \$ 10.80

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

Ideal candidate should have:

- A high school diploma and at least one quarter at OSUN/COTC
- The candidate should have experience with Microsoft Word, Publisher, and Excel
- The candidate should have experience maintaining social media accounts
- The candidate should be a “self-starter,” reliable, and willing to work in a fast-paced environment
- Student should have some knowledge or awareness of Student Involvement as well as clubs, organizations, campus services and student activities

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

Assist in operation of Student Activities Office

- 5% Answer phone/take messages
- 15% Run errands
- 15% Set up and monitor bulletin boards, prepare mailings, and create marketing and help maintain our social media accounts along with providing student activities information to all students, faculty, and staff
- 25% Provide support for special activity events
- 15% Collect information and data from student interest and student organizational forms and compile into documents as needed
- 10% Serve as Student Ambassador, providing support for Ohio State Newark and COTC Orientations:
  - Assist in welcoming students
  - Lead campus tours
  - Serve on Student Panel
  - Answer questions on clubs and organizations
- 15% Other general duties as assigned

Background check required for selected applicant.

This job does not replace a full-time employee.

Click here for an [application](#)

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**COTC Account #:**52093

**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 (Third Party)  No