Job#: 99342

Department: Gateway-Admissions

Job Title: Student Employee

Supervisor: Brandy Frias   **Phone #**: 740-755-7344   **Email:** frias.21@cotc.edu

Hourly Rate: $13.30

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Requirements:
- Must have a minimum of 6 months prior work experience in a customer service field
- Ability to work independently and with team members during internal events
- Maintain professionalism as a student representative of the college
- Must be a proficient user of technology including good working knowledge of Microsoft Office
- Willingness to be trained

Qualifications:
- Must have highly developed communications and leadership skills for Admissions events and programs
- Strong organization and time management skills
- Must be reliable, prompt, and adapt well to changes in schedules and programming
- Possess problem-solving and critical thinking skills

Summary of Duties:
- Learn and apply comprehensive knowledge of COTC, Admissions, Academics, and Campus Services
- Engage with prospective students to answer questions about academic programs, Admissions processes and services provided at COTC
- Conduct outreach to prospective students through utilization of technology programs and telephone system
- May be responsible for leading and supporting small and large group activities including campus tours during cost-shared events with diverse populations
- Provide event support including preparation and implementation
- Data entry with access to confidential and sensitive information

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>

- 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 <u>X</u> Yes   <u> </u> No

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

- Background Check Required? <u> X </u> Yes (Third Party)

6/21/24