

COTC

Student Employment Job Description

Job#: 99522

Department: Multicultural Affairs

Job Title: Commons Monitor

Supervisor: Vorley Taylor

Phone #: 740-755-7256

Email: taylor.1051@cotc.edu

Hourly Rate: \$ 10.80 - effective 8/16/21

Qualifications:

Have great interpersonal skills and some experience working with customers. Must have working knowledge of Microsoft office and Google docs.

Preference:

- Be responsible, punctual, friendly, and outgoing.
- Be able to work in diverse environments.
- Be able to exhibit a positive attitude and demonstrate model student behavior.

Summary of Duties:

75% Main point of contact as the cultural space monitor. Provide guidance and assist customers with cultural space and campus resources.

5% Clean and detail cultural space to maintain a clutter free environment.

5% Monitor room reservations, requests, schedules, and communication. Prepare and display reservation signs.

5% Check-in and out room equipment for daily customer use.

5% Monitor and stock supplies

5% Other duties as assigned such as form preparation, run errands, etc.

Background check required for selected applicant.

This job does not replace a full-time employee.

Click here for an [application](#)

COTC Account #: 52094

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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 No
- Students in this job provide services to students with disabilities ___ Yes No
- Background Check Required? Yes (Third Party) ___ No