



STUDENT EMPLOYMENT JOB DESCRIPTION

Job#: 99632

Department: Accounting

Job Title: Student Employee

Supervisor: Amy White Phone #: 740-364-9629 Email: white.739@mail.cotc.edu

Hourly Rate: \$ 10.80

Qualifications: *(specific training/experience required)*

Student is in the Accounting or Business field of study & has previous related work experience or has completed related coursework.

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

Be able to:

- Work on various accounting projects with little to no supervision once the task has been explained. (50%)
- Other duties in the accounting office including filing, scanning, data entry, etc. (50%)

A background check is required.

This job does not replace a full-time employee.

Click here for an [application](#)

COTC Account #: 62025

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