



# STUDENT EMPLOYMENT JOB DESCRIPTION

**Job#:** 99702

**Department:** Student Life

**Job Title:** Student Life Assistant

**Supervisor:** Amanda Waser      **Phone #:** 740-755-7768      **Email:** waser.5@cotc.edu

**Hourly Rate:** \$ 10.80

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**Qualifications:**

- High school diploma
- Experience with Microsoft Word, Publisher and Excel
- Should be a "self-starter", reliable and willing to work in a fast-paced environment
- Ability to handle confidential, sensitive information with professionalism
- Previous experience working within an office setting is highly desired
- Ideal candidate would have some knowledge of Student Life Office and activities

**Job Description:**

40% - Serve as the front-line employee in the Office of Student Life, in absence of Administrative Assistant, this includes:

- Answer phone/take messages/schedule appointments in Microsoft Outlook calendars
- Triage student concerns and link to appropriate resources, on campus or community
- Handle and file confidential information, including medical documentation and student conduct information
- Assist in operation of Student Life Office
- Provide information to faculty, staff and students

10% - Train in HIPPA/FERPA Compliance

10% - Run errands, retrieve mail, and distribute to staff, prepare mailings

25% - Set up and monitor bulletin boards

10% - Provide support for special activity events

5% -Other general duties as assigned

**A background check is required for selected applicant.**

This job does not replace a full-time employee.

Click here for an [application](#)



**COTC Account #:**52092

**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

12/04/23