Job#: 99712_

Department: Gateway-Admissions – CCP_

Job Title: _Student Employee

Supervisor: Nicole Thompson_   **Phone #**: 740.755.7668   **Email:** thompson.2478@mail.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 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 skills
- 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, College Credit Plus and Admissions.
- Provide administrative support to CCP team by reviewing and determining prospective student eligibility for participation in the College Credit Plus program and individual course requirements.
- Conduct outreach to prospective students through utilization of technology programs and telephone system
- 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 #:51010

- 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 _X_ No

- Students in this job provide services to students with disabilities __Yes _X_ No

- Background Check Required? _X_ Yes (Third Party)

6/21/24