



STUDENT EMPLOYMENT JOB DESCRIPTION

Job#: 99772

Department: Academic Affairs Front Office

Job Title: Front Office Receptionist

Supervisor: Michele Hindel

Phone #: 740.366.9357

Email: hindel.10@mail.cotc.edu

Hourly Rate: \$13.00 **FWS position only**

Qualifications:

Candidate must possess good written and verbal communication skills, organization and time management skills, and basic phone etiquette. Candidates must be familiar with MS Office products, such as Word, Excel and Outlook, and office equipment. Previous customer service experience is preferred but not required. Recommended applicant must complete a successful background check.

Job Description:

1. Refer visitors to the appropriate staff or faculty.
2. Operate copier and scanner.
3. Answer telephone calls and transfer to the appropriate employee.
4. Email employees regarding visitors who request an appointment.
5. Direct visitors to the appropriate office.
6. Monitor the Front Office when staff are away from their workstation, such as mealtime and breaks.
7. Assist staff as needed.
8. Other duties as assigned.

A background check is required.

This job does not replace a full-time employee.

Click here for an [application](#)

COTC Account #: FWS Only

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