



# STUDENT EMPLOYMENT JOB DESCRIPTION

**Job#:** 99845

**Department:** Marketing & Public Relations

**Job Title:** COTC Mascot – TC the Cat

**Supervisor:** Rachel Brandenburg

**Phone #:** 740-755-7004

**Email:** brandenburg.43@mail.cotc.edu

**Hourly Rate:** \$13.00

**Qualifications:** *(specific training/experience required)*

Candidates must possess good organization, time management skills, and written, verbal, and non-verbal communication skills. Candidates must have basic familiarity with costume work, physical endurance, and performance artistry.

**Preferably a student who:**

- has an interest in marketing, communications, and public relations.
- is currently enrolled at COTC.
- has excellent physical stamina and endurance to perform in a Mascot costume for extended periods, often in varying weather conditions.
- Is a friendly and engaging personality, with the ability to interact positively and represent the organization professionally.
- Comfortable performing in a confined costume with limited visibility and mobility, adapting to different performance environments and situations.
- Flexibility in working hours, including evenings, weekends to accommodate event schedules.

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

- 40% Attend on campus events mostly outside of regular office hours to represent the marketing department.
- 25% Assist in various marketing campaigns.
- 20% Maintain the Mascot costume, ensuring it remains in good condition and is clean and safe for each performance.
- 15% Collaborate with staff, faculty, and students to support recruitment, retention and public relations.

Will the Student Employee have access to restricted data (to include elements such as name/social security number, driver's license number, debit/credit card account data, refer to complete description under the [Institutional Data Policy Data Element Classification List](#)) cash, and/or be working/providing services unsupervised by any university/college faculty/staff?

**Yes** (Third party background check required-completed online)

**No**

Will the Student Employee be working with minors; including care, custody, or control of a minor? (The definition of "minor" does not include persons under the age of 18 who are enrolled for academic credit or have been accepted for enrollment.)

**Yes** (BCI & FBI background checks required-completed @ Security Office)

**No**

This job does not replace a full-time employee.

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STUDENT FINANCIAL SERVICES USE ONLY

**COTC account #: 11-12-06-63010-60131**

- 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 (BCI & FBI ~ Third Party)  No