

COTC - OSUN

Student Employment Job Description

Job#: 09172

Department: Office of Career Development

Job Title: Student Assistant

Supervisor: Derek Thatcher

Phone #: 740.366.9453

Email: dthatche@cotc.edu

Hourly Rate: \$ 9.20

Terms job is available: Summer

Autumn

Spring

Times job is available: Mornings

Afternoons

Evenings

Weekends

Include specific information regarding level of responsibility, range and complexity of duties and training/experience required for this position.

Qualifications:

- Student must possess intermediate skills in Microsoft Office applications including Word, Excel, PowerPoint, and Access. Student must be proficient in conducting mail merge functions; webpage development skills are a plus.
- Student must display a high degree of initiative, commitment to detail, and well-developed interpersonal communication skills. Student must be comfortable in speaking with students, alumni, employers, faculty and staff members.
- Strong organizational skills, ability to self-manage and independently prioritize assignments are key, in addition to, the ability to work under minimal supervision are necessary.
- Student will be tasked with placing follow-up calls to graduates which requires the ability to navigate topics that can be challenging.
- Previous professional experience is preferred.

Summary of Duties:

- Update and maintain electronic and campus job posting boards.
- Assist employers in posting job announcements to electronic job boards.
- Create and update content for Office of Career Development website & campus portal under the direction of manager.
- Assist with creating mailing lists, bulk mailings, and maintaining files within office.
- Collect and process COTC Graduate Survey responses and COTC Employer Satisfaction Surveys and place follow-up calls to graduates.
- Collect and process Career Fair employer registrations and College Fair registrations.
- Provide assistance with events and programs sponsored by the Office of Career Development.
- Train to utilize FOCUS 2 career assessment tool and promote system to current students.
- Conduct research regarding employers and research, develop and revise example resumes under direction of manager.
- Other duties as assigned.

This job does not replace a full-time employee.

COTC Account #: 41020

OSU Org-Fund #: 09756-012510

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 (SS or RD) No