

COTC - OSUN

Student Employment Job Description

Job#: 98722

Department: Financial Aid

Job Title: Clerical/Project Planner

Supervisor: Misty Amacher **Phone #:** 740-366-9459 **Email:** mamacher@cotc.edu

Hourly Rate: \$ 8.15

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 be well organized, friendly, outgoing, have good communication skills and be detail oriented. Student must be able to operate MS Office products such as Word, Excel and Power Point. Student should enjoy planning events and group projects, and be able to offer creative ideas for event planning and advertising. Experience in an office environment preferred.

Summary of Duties: Student will assist with clerical duties in the Office of Financial Aid including but not limited to: document imaging, filing, processing mail, processing student employment applications, processing skip-trace addresses, data entry and assisting financial aid advisors with file preparations and other tasks as needed. In addition, student may plan group activities, assist with social media registration and promote campus events. Training will be provided. Student will have access to student and parent financial information so CONFIDENTIALITY IS ESSENTIAL.

Background check required for selected applicant

This job does not replace a full-time employee.

COTC Account #: 51050

OSU Org-Fund #: 09737-012510

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 (RD) No