

**COTC - OSUN**  
Student Employment Job Description

**Job#:** 3883

**Department:** Public Safety

**Job Title:** \_\_\_\_\_

**Supervisor:** Norm Holmes

**Phone #:** 366-9237

**Email:** nholmes@cotc.tec.oh.us

**Hourly Rate:** \$ 8.32

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Quarters job is available: Summer  Autumn  Winter  Spring

Times job is available: Mornings  Afternoons  Evenings  Weekends

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**Job Description** (as detailed as possible):

Conducts patrol of campus facilities and grounds to the purpose of: Routine / recurring security/safety inspections to include buildings, equipment, and grounds. Conducts routine inspections of campus faculty parking area. Assist in the enforcement of campus traffic and parking polities; helps maintain related records. Conducts safety escorts, assists staff and faculty with office, room and area security measures.

Assist in providing information by telephone and / or radio.

Provides public crowd control at weddings, special needs and assists the public using the walking paths. Assists campus visitors for special meetings and events on the weekends.

Saturday and Sunday from 3:30 pm to midnight and then two week days of seven hours each day.

This job does not replace a full-time employee.

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**COTC Acc't #:** 72010

**OSU Org-Fund#:** 09749-012510

**OSU Check Sort #:** NWK30

**OFFICE OF FINANICAL 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