

Position Title	Office Assistant
Number of Open Positions	2
Department Name	Academic Advising
Position Description	Assist with new student orientation organization.
Days and Times Needed	May 21 - July 18 5-10 hours a week
Nights or Weekends Required?	No
Pay Rate	\$8.10/hour
Job Location	Academic Advising
Supervisor Name	Kathy Gilway
Supervisor Phone	(216) 397-4219
Supervisor Email	kgilway@jcu.edu