

Position Title	Office Assistant
Number of Open Positions	2
Department Name	Office of the Registrar
Position Description	General office duties. Covering office during weekly office meetings.
Days and Times Needed	10-12 hours a week throughout summer (May 12-August 22). Must coordinate with office hours of 8:30-5 Monday through Friday.
Nights or Weekends Required?	No
Pay Rate	\$7.95/Hour
Job Location	Office of the Registrar
Supervisor Name	Jessica Francu
Supervisor Phone	(216) 397-4395
Supervisor Email	jfrancu@jcu.edu