

Position Title	Admissions Caller
Number of Open Positions	3
Department Name	Office of Enrollment
Position Description	<p>The Admission Office assists prospective students and their families during the enrollment process. Admission callers are part of the Admission team and assist in the enrollment process by making phone calls to prospective students and families. Callers serve as ambassadors to the university and provide an opportunity for high school students to speak with a current JCU student to have their questions answered. Callers will encourage prospective students to apply to John Carroll, visit campus, apply for financial aid, and deposit to the university.</p>
Days and Times Needed	Monday-Thursday 6-9 p.m. and Sunday afternoons when classes are in session. Callers typically work two shifts a week
Nights or Weekends Required?	Nights & Weekends
Pay Rate	\$8.25/Hour
Job Location	Rodman Hall
Supervisor Name	Kelly Diamond
Supervisor Phone	(216) 397-1980
Supervisor Email	kdiamond@jcu.edu