

Position Title	Office assistant
Number of Open Positions	1
Department Name	Vice President for Student Affairs
Position Description	Cover the desk for the Administrative Assistant while she is at lunch and at meetings. This would entail answering the phone, assisting with walk-ins, making copies, etc.
Days and Times Needed	Position will not be available until January 2015: Tuesday's and Thursday's: noon to 1pm and every other Thursday from 10am to 1pm
Nights or Weekends Required?	No
Pay Rate	\$7.95
Job Location	Rm. 3 in the DJ Lombardo Student Center
Supervisor Name	Barbara Kingsbury
Supervisor Phone	(216) 397-4213
Supervisor Email	bkingsbury@jcu.edu