

Position Title	Student Office Assistant
Number of Open Positions	3
Department Name	Registrar's Office
Position Description	Filing, sorting, answering the phone, general office work and special projects. Looking for dependable, hard-working and detail-oriented student(s). **Note: Student will be required to sign a confidentiality agreement.
Days and Times Needed	Monday - Friday, 12-15 hours/week
Nights or Weekends Required?	No
Pay Rate	\$8.10
Job Location	Registrar's Office-O'Malley
Supervisor Name	Missie Mallinak
Supervisor Phone	(216) 397-4235
Supervisor Email	kmallinak@jcu.edu