

<b>Position Title</b>	Student Worker Office Assistant- Summer 2016
<b>Number of Open Positions</b>	2
<b>Department Name</b>	Registrar's Office
<b>Position Description</b>	<p>To perform varied clerical and related support for the staff of the Registrar's Office at JCU. Assisting with data entry to create or update existing records, filing, copying, scanning, sorting and compiling of various projects. Students may do online research, as needed. Additionally, retrieving student records, copying records from microfilm, answering the telephone at the front desk including general phone/office coverage during staff meetings, assisting during student orientations, running errands, and performing other duties as assigned. Student workers must have the working knowledge of Microsoft Office (Excel, Word), Internet Explorer (Chrome, Explorer), basic computer capabilities, telephone, and filing skills. Provide service to walk-in traffic with may include (but not limited to) students, faculty, staff, and visitors using a positive and objective approach and attitude. Student worker must maintain confidentiality and will sign a confidentiality agreement.</p>
<b>Days and Times Needed</b>	Summer 2016. Schedule to be determined, but will be approximately 15-20 hours per week, during the Monday thru Friday 8:30-5:00 time frame.
<b>Nights or Weekends Required?</b>	No
<b>Pay Rate</b>	\$8.10
<b>Job Location</b>	Registrar's Office
<b>Supervisor Name</b>	Karyne Mallinak
<b>Supervisor Phone</b>	216-397-4235
<b>Supervisor Email</b>	<a href="mailto:kmallinak@jcu.edu">kmallinak@jcu.edu</a>