

Position Title	Part Time Summer Cashier
Number of Open Positions	1
Department Name	Bursar's
Position Description	Work with students and parents to ensure proper payment of student accounts, process departmental transactions and assist Bursar with special projects as needed. Must be proficient in math and handle all business confidentially.
Days and Times Needed	This summer. Varied times including some evenings until 7:00. 20-25 hours a week.
Nights or Weekends Required?	Evenings
Pay Rate	\$8.10
Job Location	Cashier's Office- AD 37
Supervisor Name	Joan Petersen
Supervisor Phone	216-397-4249
Supervisor Email	jpetersen@jcu.edu