

Position Title	Enrollment Service Clerk (Summer)
Number of Open Positions	1
Department Name	Financial Aid
Position Description	General office help, preparing mailings, filing and maintaining student files. Student must be registered for fall classes.
Days and Times Needed	Monday, Wednesday and Friday 8:30 - 5:00pm This summer
Nights or Weekends Required?	No
Pay Rate	\$8.10
Job Location	Rodman Hall, 201
Supervisor Name	Pattie Meyers
Supervisor Phone	216-397-4647
Supervisor Email	pmeyers@jcu.edu