

Position Title	Office Assistant
Number of Open Positions	1
Department Name	Global Education
Position Description	<p>Work study students support the operation of the Center for Global Education with the following responsibilities:</p> <ul style="list-style-type: none"> • Provides clerical and office support • Answers phones • Answers inquiries about function of the Center for Global Education • Schedules appointments • Create flyers and promotional materials • Prepare materials for incoming international and study abroad students • Input data and information • Maintain a safe and clean work environment <p>Students must be comfortable working and communicating with international students and students, faculty, and staff of John Carroll. They must be creative and must take direction easily. Student must be responsible, and accuracy and attention to detail is a must in their work. Students must participate in some outings and functions which may require some nights and weekends. A working knowledge of work, excel and power point is preferred. Students can work up to 10 hours per week depending on their schedule and needs of the department. It is important to be prompt and communicate about changes in their schedules.</p> <p>We have a bright and friendly work environment with daily interaction with students, faculty, and staff. A high level of integrity and confidentiality is essential.</p>
Days and Times Needed	Times are flexible Monday through Friday 10 to 5.
Nights or Weekends Required?	Nights & Weekends
Pay Rate	\$8.10
Job Location	Center for Global Education (B104)
Supervisor Name	Kathryn Schiffer
Supervisor Phone	(216) 397-4320
Supervisor Email	kschiffer@jcu.edu