

Position Title	Student Worker Administrative Assistant
Number of Open Positions	1
Department Name	Registrar's Office
Position Description	<p>Purpose of Student Position: To perform varied clerical and related support for the staff of the Registrar's Office at JCU</p> <p>Duties and Responsibilities of the Student Worker Position: 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.</p> <p>Job Qualifications for this position: 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. Please submit a simple resume with at least two references (you may use faculty/advisors, please ask their permission) via e-mail: kmallinak@jcu.edu</p>
Days and Times Needed	The office is open Monday thru Friday 8:30-5. Student workers are needed during these days and times and usually work 8-15 hours a week, depending upon need and schedule.
Nights or Weekends Required?	No
Pay Rate	\$8.10/hr.
Job Location	Registrar's Office
Supervisor Name	Missie Mallinak
Supervisor Phone	216-397-4235
Supervisor Email	kmallinak@jcu.edu