

Position Title	Office Assistant
Number of Open Positions	1
Department Name	Graduate Studies
Position Description	<p>The office assistant will perform various clerical tasks to support the office of graduate studies.</p> <p>Duties and responsibilities will include: answering the phone and greeting visitors, assisting with data entry to create or update student records, filing, copying, preparing information packets to be mailed to prospective students, typing and printing form letters, and performing other duties as assigned.</p> <p>Qualifications: Working knowledge of Microsoft Office, basic office skills including proper phone etiquette, typing, filing, copying, and mailing letters and packets. This job is best suited for highly focused, organized, and detail oriented individuals.</p> <p>Please submit a resume and cover email outlining your qualifications to ppitingolo@jcu.edu</p>
Days and Times Needed	The office is open Monday through Friday 8:30-5:00 with most work scheduled between 10:00 and 4:00.
Nights or Weekends Required?	No
Pay Rate	\$8.10/hr.
Job Location	Office of Graduate Studies
Supervisor Name	Pat Pitingolo
Supervisor Phone	216-397-4204
Supervisor Email	ppitingolo@jcu.edu