

<b>Position Title</b>	Office Assistant
<b>Number of Open Positions</b>	2
<b>Department Name</b>	Student Health Center
<b>Position Description</b>	Valid driver's license and good driving record (one traffic violation in past three years) with a willingness to transport students to medical appointments off campus, using the Health Center mini-van; Front desk reception and answering phones; Signing students in and filing medical records; General cleaning and restocking of supplies. Must pass the JCU van certification requirements (certification paid for by the Student Health Center).
<b>Days and Times Needed</b>	Tuesday 9-11 and 1-3, Friday 11-1
<b>Nights or Weekends Required?</b>	No
<b>Pay Rate</b>	\$8.10/hr.
<b>Job Location</b>	Student Health Center/Murphy Residence Hall (lower level)
<b>Supervisor Name</b>	Pat Nemecek
<b>Supervisor Phone</b>	216-397-4349
<b>Supervisor Email</b>	pnemecek@jcu.edu