

Position Title	Student Caller - Undergraduate Admission
Number of Open Positions	6
Department Name	Undergraduate Admissions
Position Description	Student callers in the Undergraduate Admissions Office will contact prospective students throughout the admissions process. Depending upon the time of year, calls are usually based around encouraging students to apply, encouraging students to visit campus, and answering general questions about the University.
Days and Times Needed	Calls are made Monday through Thursday from 6-9pm and Sunday from 4-8pm when school is in session.
Nights or Weekends Required?	Nights & Weekends
Pay Rate	\$8.50/hr.
Job Location	Rodman Hall, second floor
Supervisor Name	Patrick McDermott
Supervisor Phone	216-397-1529
Supervisor Email	pmcdermott@jcu.edu