

<b>Position Title</b>	Student Office Assistant
<b>Number of Open Positions</b>	1
<b>Department Name</b>	Women's and Gender Studies Program
<b>Position Description</b>	<p>Purpose of Student Position: To perform varied clerical and other tasks to support the faculty &amp; staff of the Women's and Gender Studies Program, and ultimately assist in the goal of student learning.</p> <p>Duties and Responsibilities of the Position: Regularly assisting with filing, copying, scanning, sorting and compiling of various projects. Students also may do online research, enter data, or type documents/reports, as needed. Additionally, answering the telephone, running errands, assisting with event planning, and performing other duties as assigned by faculty and staff.</p> <p>Job Qualifications and Experience:</p> <ul style="list-style-type: none"> <li>- must be current undergraduate at John Carroll</li> <li>- should have competent computer skills, including MS Office or an equivalent</li> <li>- have an ability to perform research using internet and library resources</li> <li>- good verbal and written communication skills</li> <li>- have the ability to work independently and as part of a team</li> </ul> <p>Send cover letter and resume to <a href="mailto:mbarnes@jcu.edu">mbarnes@jcu.edu</a></p>
<b>Days and Times Needed</b>	Flexible. Usually work 5-10 hours a week during regular office hours, depending upon need and schedule. Occasionally, student may be asked to assist with evening speakers or special events, when schedule allows.
<b>Nights or Weekends Required?</b>	No <span style="float: right; background-color: #cccccc; width: 80px; height: 15px;"></span>
<b>Pay Rate</b>	\$8.10/hr.
<b>Job Location</b>	AD #332
<b>Supervisor Name</b>	Medora Barnes
<b>Supervisor Phone</b>	216-397-3082
<b>Supervisor Email</b>	<a href="mailto:mbarnes@jcu.edu">mbarnes@jcu.edu</a>