

Position Title	Student Caller - Undergraduate Admissions
Number of Open Positions	2
Department Name	Undergraduate Admissions
Position Description	<p>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.</p>
Days and Times Needed	<p>Calls are made Monday through Thursday from 6-9 PM and Sunday from 4-7 PM when school is in session.</p>
Nights or Weekends Required?	Nights & Weekends
Pay Rate	\$8.50
Job Location	Rodman Hall, Second Floor
Supervisor Name	Patrick McDermott
Supervisor Email	pmcdermott@jcu.edu
Supervisor Phone	216-397-1529