

Position Title	Office Assistant
Number of Open Positions	3
Department Name	Boler School of Business, Dean's Office
Position Description	Responsible, dependable student needed to do light office work, answering phones, greeting visitors, running errands.
Days and Times Needed	Monday-Friday from noon-1 PM Monday-Thursday from 4-6:30
Nights or Weekends Required?	No
Pay Rate	\$8.15/hr.
Job Location	Dean's Office, Boler School of Business
Supervisor Name	Teresa Miller
Supervisor Email	tmiller@jcu.edu
Supervisor Phone	(216) 397-4525