

Position Title	Office Assistant
Number of Open Positions	2
Department Name	Russert Department of Communication and Theatre Arts
Position Description	<p>Student workers will assist in departmental needs to sign out equipment to professors and students.</p> <p>Student workers may be called upon for assistance with clerical duties.</p> <hr/> <p>Student workers must be able to assist with TV Studio set up in preparation for classes at the direction of the Media Services Coordinator.</p> <p>All student workers must arrive on time for scheduled work shifts and contact the Media Services Coordinator if they are unable to work or arrive on time.</p>
Days and Times Needed	Monday 10-1; Tuesday 10-4; Thursday 10-4; Friday 12-3. 6-10 hours per week
Nights or Weekends Required?	No
Pay Rate	\$8.15/hr.
Job Location	Communications department
Supervisor Name	Lisa Lewis
Supervisor Email	llewis@jcu.edu
Supervisor Phone	216-397-3079