

Position Title	Summer Student Worker
Number of Open Positions	1
Department Name	Center for Career Services
Position Description	The Center for Career Services is looking for a reliable and motivated summer student worker to *Field and direct calls from current students, alumni, faculty, and employers *Use gmail to schedule appointments for Career Advisers *Become familiar with Career Center services *Make copies/print flyers for career services *Help with projects assigned by staff *Help set up and break down for First Year Orientation, and Transfer Student Orientation *Familiar with Microsoft word, Power Point, and Excel *Assist with front desk duties.
Days and Times Needed	20 hours a week Work days are Monday-Friday Hours 10 am to 2 pm
Nights or Weekends Required?	No
Pay Rate	\$8.15/hr.
Job Location	Center for Career Services
Supervisor Name	Roseanne Kadas
Supervisor Email	rkadas@jcu.edu
Supervisor Phone	(216) 397-4432