

<b>Position Title</b>	JCUPD Office Assistant
<b>Number of Open Positions</b>	1
<b>Department Name</b>	JCU Police Department
<b>Position Description</b>	<ol style="list-style-type: none"><li>1. Act as receptionist for the JCUPD office.</li><li>2. Answer phone, take messages and provide general information.</li><li>3. Accept, release and log lost &amp; found items.</li><li>4. Schedule appointments for fingerprinting.</li><li>5. Assist Parking Office with basic information sharing and permit distribution</li></ol>
<b>Days and Times Needed</b>	Monday to Friday 2 1/2 hours per day. Must be available for one hour between 11:30 AM and 1:30 PM daily. The remaining 1 1/2 hours are flexible between 9:00 AM and 5:00 PM.
<b>Nights or Weekends Required?</b>	No
<b>Pay Rate</b>	\$8.15
<b>Job Location</b>	JCU Police Office
<b>Supervisor Name</b>	Brian Hurd
<b>Supervisor Email</b>	<a href="mailto:bhurd@jcu.edu">bhurd@jcu.edu</a>
<b>Supervisor Phone</b>	216-397-1974

