

Position Title: Office Assistant

Number of Open Positions: 3

Department Name: Student Health Center

Position Description: General office duties, filing medical records, running errands on campus, answering phone, registering students for office visits, driving students to medical appointments off campus.

Days and Times Needed: Tuesday 11am - 3pm
Friday 9am - 3pm

shifts are usually 2 hours long

Nights or Weekends Required: No

Pay Rate: \$8.30/hr

Job Location: Student Health Center

Supervisor Name: Pat Nemecek

Supervisor Email: pnemecek@jcu.edu

Supervisor Telephone: 216-397-4349