

Attention Students: The positions openings on this page are for JCU students only. Where indicated various positions may be available only to students who have been awarded Federal Work Study.

AVAILABLE JOBS

Position Title: Facilities Scheduling Work Study

Department Code-Job Number: 361100

Description: Filing, answering the phone, checking room set-ups & willing to learn the R25 scheduling programs, assist people with reservations.

Candidates should be proficient in MS Office (PowerPoint, Word, & Excel).

Previous experience or class work in mechanical/architectural drawing or experience with AutoCad programs would be a plus.

Work schedule (days/times needed): During business hours (8:30 a.m.-5:00 p.m.) as permitted by your schedule & up to the maximum allowed under your work study grant.

Evening/weekend hours may be available.

Nights/Weekends required? : No

Pay Rate per Hour: \$7.30

Department: Facilities

Job Location: Administration Building, Room 24

Supervisor Name/ Number: Rory Hill / 216-397-3015