



City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060-2499 • (440) 255-1100

JOB OPPORTUNITY

DATE POSTED: April 9, 2026

Office Assistant I / Ice Arena

The City of Mentor is seeking an individual to work as a **Part-time Office Assistant** at the Civic Center Ice Arena. This position requires the ability to multi-task and includes significant contact with the public requiring excellent communication and customer service skills. Must be a team player and proficient in the use of Microsoft Office software. Graduation from high school (GED) required. Approximately 25-28 hours of work required per week, daily Mon–Fri.

Starting rate of pay \$15.00/hr.

Please visit www.cityofmentor.com/employment to apply online. Employment applications are also available in the HR Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Applications will be reviewed upon receipt until the position is filled.

The City of Mentor is an Equal Opportunity Employer and will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.
EOE/ADA