



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: July 20, 2026

OFFICE ASSISTANT 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

Applications are also available at the Mentor Municipal Center, 8500 Civic Center Blvd., HR/3rd Floor, Mentor, Ohio 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