

Job Title: Student Assistant

Department: Office of International Student Services

Title Position Reports To: Graduate Assistant, International Student Services

Compensation:

- \$9.00 per hour

Job Summary:

This position is responsible for working in a busy and confidential student office that handles immigration advising, customer service and programming for international students. The ideal candidate would have excellent computer, communication, organization and interpersonal skills.

Responsibilities & Duties:

- Be available and accessible to international students to provide customer service and support
- Have appropriate knowledge of university services and programs for assisting students
- Perform daily office duties such as scanning, answering telephones, faxing, filing etc.
- Serve as the liaison between international students and the Office of International Student Services
- Support and uphold the policies of the University, the Federal F-1 and J-1 regulations
- Handle incoming and outgoing mail respectively according to the office policy
- Must be available to attend both fall and spring semester orientation and work in the summer
- Assist when needed for office programs and workshops
- Create promotional flyers and advertisements
- Maintains excel spreadsheets and creates assessment graphs routinely
- Perform other related duties as assigned

Requirements (Knowledge, skills, and abilities):

- Demonstrated oral and written communication skill. Oral communication skills is a priority for this position.
- Willingly to multi task and work in a busy and confidential student office
- Must have advanced working knowledge of Microsoft Excel, Microsoft Word and Microsoft Publisher.
- Creating flyer, charts and spreadsheets is a daily part of this position.
- Ability to work well both individually and in groups.
- Undergraduate Student, club experience a plus

Educational/ Experience Requirements:

- Undergraduate Student
- Minimum of a 2.5 cumulative GPA at the time of application and the maintaining of a 2.5 GPA thereafter.
- Student application should not be in their final semester
- Preferred involvement in university clubs
- Moderate computer skills are essential