INTERNATIONAL PROGRAMS

Responsibilities:

- Create student files
- Provide information to students
- Create International Student Identity Cards
- Answering phones, taking messages, directing calls
- Ensure printer and copiers are stocked with paper
- Create flyers, banners and posters for events and post them around campus
- Assist in mass out-going mailings
- General office duties including, photocopying, faxing, shredding, organizing files and scanning documents to be uploaded to International programs website
- Run on-campus errands
- Greet visitors, faculty, staff
- Manage office for short periods of time while staff are away
- Perform other office duties as assigned

Qualifications:

- Detail oriented
- Knowledge of Word and Excel
- Interest in study abroad and/or have been abroad
- Dependable, friendly and outgoing
- Good communication skills
- Must maintain high level of confidentiality
- Flexibility and willingness to do a variety of office tasks