Student Job Description

Department: International Programs       Location: Old Chapel

Supervisor's Name: Donna Sichak

Please indicate hours/shifts available: weekdays during normal business hours

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Office Assistant

Duties and Responsibilities:
• Create student files
• Provide international program information to students
• Answer phones, take messages, forward calls as needed
• Ensure printer and copiers are stocked with paper
• Assist with mass mailing projects
• General office work including: copying, faxing, shredding, organizing files and scanning documents to
  be uploaded to the International Programs website.
• Run on-campus errands
• Greet visitors, faculty and staff
• Manage office for short periods of time while staff are away
• Assist with annual Study Abroad Fair

Qualifications for the Position:
• Detail oriented
• Knowledge of Word and Excel
• Interest/knowledge of study abroad programs
• Dependable, outgoing and friendly
• Good communication skills