

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