

Position Title: International Education Center Assistant-Primary Position
Must work 10-15 hrs/wk.

I. Grade Level: 1-4

II. Description:

A. The following are the essential duties for an International Education Center Assistant:

If Grade 1, develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.

If Grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.

If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.

1. Serve as receptionist for International Education Center
2. Determine which of the International Education Center staff visitors need to see
3. Follow appropriate steps to make appointment for staff members when they are not in the office
4. Request that students complete registration form to see Study Abroad Advisor
5. Show students where information is located in International Education Center resource library
6. Distribute applications for scholarships or programs
7. Determine which of the International Education Center staff students need to see
8. Do photo copying on request from International Education Center staff
9. Perform other job-related duties as assigned

B. The following are *possible additional* duties for this position:

1. Assist with program activities and orientations for study abroad and international student events
2. Post publicity for activities and events
3. See that the workplace and environs are clean

- C. If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.

Grade 4 workers will be assigned responsibility for one or more of the following additional duties:

1. Coordinator of facility upkeep
2. Database input for Study Abroad Adviser
3. Senior driver for IC; picking up students, faculty and special campus visitors, knowledge of driver clearance procedure for International Students
4. Coordinator of office supply and kitchen supply inventory
5. International Student birthday recognition
6. Coordinator of display cases, promotional artwork, scrapbooks-including scanning photos for electronic applications

III. Learning Opportunities:

- A. Word 2000, Outlook, Excel, Photo Shop, Dreamweaver, Fireworks
- B. International study opportunities available for Berea College students
- C. Procedures for departing from campus for study abroad
- D. Intercultural skills by interacting with international students

IV. Basic Qualifications:

- A. General: Willingness to learn about international programs.
- B. Skill: Knowledge of word-processing, email, databases.
- C. Physical: Able to run errands on campus and post meeting notices; periodic lifting of 10-25 pounds
- D. Academic: International interests

V. Desirable Qualifications:

- A. Cheerful, helpful demeanor when interacting with students and faculty
- B. International experience
- C. Excellent oral and written communication skills

VI. Narrative Summary:

Student performs reception duties, directs completion of registration form, guides students to materials in resource library, applications; determines which staff member

visitors need to see, and does photocopying. May also coordinate specific area of responsibility for the International Education Center.

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