

**Position Title: Senior Assistant to the International Center Director**  
**Must work 10-15 hrs/wk.**

**I. Grade Level: 4-5**

**II. Description:**

A. The following are the essential duties for a Senior Assistant to the International Center Director:

**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.

1. Assist in researching, contacting, and implementing International Education programming
2. Assist with publicity and communication on International Education events
3. Assist with reservations for campus rooms and off campus accommodations for visitors with International Education events
4. Provide clerical assistance to International Center Director
5. Perform other job-related duties as assigned

**If Grade 5**, worker must work 15 hours and will reflect appropriate skill, responsibility, and learning levels for Grade 4. In addition, Grade 5 worker will have training and supervisory responsibility in the International Center.

1. Supervise all student workers for International Education events and programs
2. Assist in planning and leading Labor Meetings
3. Train new student workers in details of position

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

1. Serve as receptionist for International Center
2. Determine which of the International 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 Study Abroad Information form if seeing Study Abroad Adviser for first time
5. Show students where information is located in International Center resource library
6. Distribute applications for scholarships or program information

7. Do photocopying on request from International Center staff
8. See that the workplace and environs are clean

**III. Learning Opportunities:**

1. Increase intercultural communication skills
2. Increase knowledge of other cultures and countries
3. Develop planning skills and abilities as program coordinator
4. Word 2000, Outlook, FileMaker Pro, Excel, Dreamweaver, Fireworks
5. Develop discretion skills with confidential situations
6. Develop teambuilding skills
7. Develop time management and organizational skills

**IV. Basic Qualifications:**

- A. General: Interest in international students
- B. Skill: Ability to work with people of all cultures and levels of English proficiency,
- C. Knowledge of databases, word-processing and email, driver's license and defensive and van driving clearance
- D. Physical: Ability to perform errands and post publicity; periodic lifting of 10-25 pounds
- E. Academic: Sophomore or above with minimum 2.5 GPA

**V. Desirable Qualifications:**

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

**VI. Narrative Summary:**

Student assists with International Education program coordination including researching & contacting potential presenters, reservations, assists with program activities for all International Education events, assists with publicity for events and programs, and provides clerical assistance for International Center Director. Supervises and coordinates student workers for International Center events; trains students in details of the position, and assists in planning and facilitating Labor meetings. Student may also perform reception duties, do photocopying, distribute checks and applications, and help students use resource library.