

Position Title: Senior Assistant to the International Student Adviser
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 Student Adviser:

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. Maintain database on international students
2. Assist with International programming
3. Assist with coordination of International Friendship program
4. Provide clerical assistance to International Student Adviser
5. Assist with program activities and orientation for international students and visitors
6. Coordinate International Student Adviser calendar and appointments
7. 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 IC events and Orientation programs
2. Assist in planning and leading Labor Meetings
3. Train new student workers in details of positions

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. Show students where information is located in International Center resource library
5. Distribute applications for scholarships or program information
6. Do photocopying on request from International Center staff
7. See that the workplace and environs are clean

III. Learning Opportunities:

- A. Develop understanding of immigration law
- B. Increase intercultural communication skills
- C. Increase knowledge of other cultures and countries
- D. Develop planning skills and abilities as program coordinator
- E. Word 2000, Outlook, FileMaker Pro, Excel, Dreamweaver, Fireworks
- F. Develop discretion skills with confidential situations

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 driving
- D. Physical: Ability to perform errands and post publicity; periodic lifting of 10-25 pounds
- E. Academic: none

V. Desirable Qualifications:

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

VI. Narrative Summary:

Student maintains database; helps with program activities for all international student associations, helps coordinate host family program for international students, and provides clerical assistance for International Student Adviser. 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.