

Position Title: Senior Assistant to Study Abroad 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 Study Abroad Adviser in the International Center:

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 records of awards and other International Scholarships
2. Check past awards for new applicants
3. Request probation checks for applicants
4. Provide basic Study Abroad & scholarship information to students coming to International Center.
5. Prepare award notices
6. Send out notices for those not completing reporting responsibilities
7. Maintain supplies of applications
8. Assist with program activities and orientations for study abroad
9. Remind borrowers to return library materials
10. Order library materials
11. Peer advising on Study Abroad
12. Perform other job-related duties as assigned by Study Abroad Adviser

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

1. Supervise student workers for IC/ Study Abroad events: Program dinners and special International Center events
2. Assist in planning and leading student labor meetings
3. Train new International Center student staff in essential duties 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 requirements for study abroad opportunities available for Berea College students
- B. Word 2000, FileMaker Pro, Outlook, Excel
- C. Procedures for departing from campus for study abroad
- D. Intercultural skills by interacting with international students
- E. Develop leadership skills through supervising students

IV. Basic Qualifications:

- A. General: Willingness to learn about international programs, experience in Study Abroad
- B. Skill: Knowledge of word-processing, email, databases,
- C. Physical: able to perform 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 maintains database records of scholarships; verifies past awards; prepares reports and award notices; sends notices to non-reporting recipients; and maintains supplies. Student leads Labor Meetings, supervises students for Study Abroad events/programs and trains students on Study Abroad responsibilities. Student may also perform reception duties, do photocopying, distribute applications, and help students use resource library. Student assists Study Abroad Adviser with information sessions, orientations and peer advising on Study Abroad.