



Position Title: Part-Time International Student Program Assistant

Job Code: 8300

Grade: C1

Reports To: Part-Time International Student Program Coordinator

FLSA: Non-Exempt

Job Description:

The Part-Time International Student Program Assistant monitors and coordinates processes for the International Student Program while assisting students, staff, and/or faculty in daily activities.

Duties & Responsibilities:

- Organizes monthly calendar of events, participates in field trips, graduation events and other special event activities, as needed.
- Manages and maintains filing system with fully documented student files.
- Prepares and distributes all required student reports, statistics and metrics
- Compiles data and assists with the preparation of reports.
- Provides answers to routine questions utilizing applicable policies or procedures and refers more complex questions or requests to staff with the appropriate expertise.
- Performs clerical functions with personal computers and appropriate software for various international student processes including form preparation, report preparation, and other related functions.
- Maintains supplies, storage and display case.
- Assists with the development of program schedules and activities.
- Performs other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma and four (4) years experience in some college level courses in Hospitality Management or related field, or a combination of training and experience.
- Must possess excellent oral and written communication skills
- Must possess excellent organizational decision-making skills
- Proficiency in Microsoft applications
- Ability to work in a multi-ethnic, multi-cultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name