



**Position Title:** Part-Time International Student Program Assistant

**Job Code:** 8349

**Grade:** CT

**Reports To:** PT 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:**

- Associate's degree in Hospitality Management or related field from an accredited institution and two (2) years of related 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