

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Office of International Students & Programs
POSITION: Office Assistant
SUPERVISOR(S): The Office Manager
PURPOSE / ROLE: Assist with the daily office operations.
QUALIFICATIONS: Good communication and people skills. Enjoy working as a team.
CONTRACT DATE: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Duties include, but are not limited to, answering phones, greeting students and general public, opening mail, answering emails, scanning documents. Assist with organizing and planning international student events/programs and attending when necessary. May be asked to assist with trips to airport to collect new incoming students and other OISS related trips. Assist with special projects and other duties as assigned.

18/1/2023