



JOB DESCRIPTION: International Student Office

Name of Position: Student Worker for International Student Office

Department: Student Life International Office

Campus Location: Southwestern College campus and surrounding community,

Supervisor: Dan Falk

Length of Contract: Academic Year (2022 – 2023)

Pay Rate: Minimum Wage

Job Purpose: The purpose of this job is to serve as an administrative assistant, assisting the international director.

Job Responsibilities:

- Assist with answering telephones, faxing, filing correspondence, running errands on campus, stuffing envelopes and making copies.
- Greet office guests, answer questions and direct to the proper individual(s).
- Data entry into a Microsoft Excel spreadsheet; database, etc.
- Make suggestions on how to streamline a process or task that is manual.
- Other administrative duties or special projects as assigned.

Qualifications:

- Experience preferred: Experience with event planning and decorating.
- International student preferred but not required
- Familiarity with the office equipment (list equipment you prefer them to have experience with).
- Good computer skills (list programs your department uses, for example Microsoft Word or Excel).
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 5-10 hours per week (indicate if evenings/weekends/holidays are required).
- Flexible schedule
- Travel to sites via your own transportation

Skill Development Areas:

- Listening, Customer Service
- Time Management
- Multitasking
- Communication
- Intercultural proficiency
- Student Learning



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Evaluation: The student will be evaluated at the end of each academic semester using a work study rubric created by the supervisor.