

UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

JOB TITLE: International Education Student Assistant

DEPARTMENT: Office of International Education

ADDRESS: Puryear Hall, 1st Floor

TELEPHONE: 289-8836

SUPERVISOR: Cindy Holma

JOB SUMMARY: Duties include tasks and projects as directed by events which take place during the academic year in the Office of International Education.

SPECIFIC DUTIES:

Assist OIE staff with general office duties including mailings, photocopying, faxing, filing, answers phones, and ordering supplies. Assist with OIE events and publications. Post flyers and posters around the campus as needed. Complete special projects as assigned by OIE staff members. Run errands to post office, print shop, and other campus offices.

QUALIFICATIONS:

Ideal candidate should have previous experience in an office environment, interest in the field of international education and a commitment to study abroad programs. Student must have strong word processing, database entry and mail merge skills with Word and Excel programs; experience with graphics, Access, and Skype very useful. Student must have excellent telephone manners and knowledge of basic office procedures. Student must be mature, well-organized, accurate, able to think creatively, capable of working on several projects with tight deadlines, and able to prioritize and take initiative on work projects.

WAGE RATE: Level I

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