University of Wisconsin-Superior

Position Description

Position Summary:
This part time position reports to the International Student Advisor. This individual should possess a strong professional interest in international education/student affairs, good communication/computer/customer service skills, and an organized approach in a hectic environment. Previous experience in a student service area is preferred. Work performed under general supervision.

Duties and Responsibilities:

- Provide administrative support for international student support services within the Office of International Programs and the ESL program.
- Maintain international student records.
- Assist with fall and spring welcome week/orientation.
- Facilitate event and program planning and implementation.
- Provide front desk services, including answering questions about common university and international student processes.
- Oversee the Beecroft grant program, office copier contract, and office supplies.
- Prepare correspondence for students to local and governmental agencies.
- Develop and track student employment contracts, time sheets and employment records.
- Assist with international admissions application processing.
- Produce newsletter for international students.
- Perform other duties as assigned.

Preferred Qualifications:

- Very strong attention to detail and organizational skills.
- Professional and mature attitude.
- Clear, concise and courteous communication.
- Demonstrated interest in and sensitivity to cultural diversity.
- Experience working with People Soft.
- Proficient with MS Office Applications: Word, Excel, etc.
- Foreign language skills.
- Able to occasionally work outside standard business hours, as needed.
- Preferred Education: 4 Year Degree.