

International Programs Office Work Study Job Description

Job Title: International Programs Office Assistant

Term: 10 hours per week while school is in session

Location: International Programs Office, 2001 South Norton Avenue, Sioux Falls, SD 57197

Responsibilities:

- file creation and maintenance
- data entry and maintenance of database
- photocopying
- campus deliveries and other errands
- supply purchasing
- assistance with coordination of study abroad fairs, photo contest and other office events
- updating online content
- preparing outreach information (flyers, newsletters, etc.) for distribution
- update and maintain office displays on campus
- provide lunch hour office coverage
- sorting, updating and maintaining materials in the study abroad library
- occasional office cleaning and organizing
- special projects as assigned

Qualifications:

- Proficiency in Microsoft Office suite (Word, Excel, Publisher)
- Strong interpersonal, communication and writing skills
- Computer savvy and willingness to learn Studio Abroad software
- Organizational skills and attention to detail
- Ability to work independently
- Must be responsible and punctual
- Ability to work in a fast-paced environment with rapidly changing priorities
- Knowledge of and/or interest in international studies
- Ability to maintain confidentiality
- Good telephone etiquette
- Office casual dress required

Preferred qualifications:

- Previous study abroad or travel experience
- Previous office experience
- Photo and/or video editing skills