



Job Description

Student Office Assistant – Office of International Programs

Responsibilities:

Provide direct professional assistance to the Administrative Coordinator at the Office of International Programs (OIP). This includes serving in a capacity of being “first impression” and “setting the tone” of the OIP with all visitors to the office, be they students, scholars, faculty, administrators, foreign dignitaries or others.

- Greet all visitors warmly, politely, and professionally.
- Assist in answering phone calls received at OIP; answer basic questions and/or refer visitors or callers to the appropriate person at the OIP or within OGE.
- Assist in the effective explication and distribution of general and personalized documents to enrolled international students.
- Assist in maintaining the International Student Advisor’s Visitors’ Log.
- Assist in monitoring and restocking-needs of office supplies at the OIP; in receiving and distributing mail to the OIP staff.
- Assist in maintaining OIP’s fleet of vehicles; ensure vehicles are fueled, cleaned as needed (daily).
- Assist with administrative work as needed; this may include maintaining spreadsheets; filing documents, copying or scanning documents etc.
- Assist in keeping OIP’s front office professional in its appearance and tenor at all times.
- Assist in running on- or off-campus errands as needed.
- Support the efforts of the OIP in general, as necessary.
- Other duties as assigned.

Qualifications:

- Be a full time enrolled undergraduate or graduate student.
- Have experience having lived, worked or studied outside of the USA, have worked or interacted meaningfully with people from outside of the U.S.A., or speak a language other than English.
- Excellent verbal communication skills in the English language and ability to clearly explain basic processes and procedures of all aspects of international services, programs, admissions to international constituents.
- Ability to handle a variety of responsibilities and switch gears on short notice.
- Have a helpful, friendly, calming and positive disposition; be service oriented.
- Basic computer skills.
- Strong organizational skills.
- Possession of U.S. driver’s license (preferred).
- One year’s experience as a student at the University of Mississippi (preferred).

Expectations of the position:

- Read and sign the Student Worker Statement of Understanding, and read the Student Workers Rules and Reminders pamphlet.
- Maintain confidentiality with regards to international student, scholar or faculty records or other information.
- Arrive to work on time and stay through the shift as determined. Be dependable.
- Be available to work 20 hours per week, over the course of at least 4-5 days; preferably 4-5 hours per work day, including three hour shifts minimum, and including lunch hour shifts.



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From the desk of:
Greet Provoost
Director, Office of International Programs
Global Engagement
Martindale 331
gprovoos@olemiss.edu

- In the event of absence, due to illness or other acceptable reasons, call the Administrative Coordinator or his/her designee prior to the start of the work-shift.
- Complete timesheets and other requisite documentation in a timely manner per the policies of the OIP and the University.
- Nice, casual yet professional dress and appearance.
- Maintain a professional and friendly disposition at all times when at the office.
- Keep cell phones on silent while at work at the OIP Office.
- Be focused on the responsibilities of the job while at work. It is not appropriate to meet up with friends at the office, do home work, engage in personal phone conversations etc. during work hours.

Training and Development:

- Training regarding office policies and procedures will be provided by a designated OIP staff member during the first days of employment.
- Training regarding specific responsibilities will be provided by the OIP Supervisor during the first week of employment.
- Regular information meetings with the OIP Supervisor to be held at the Supervisor's discretion.

Compensation:

- \$ 8.- per hour

Start Date:

September 1, 2014
Maximum 20 hrs / week
Temporary position

To Apply:

Send the following to Greet Provoost, Director, Office of International Programs, by 5:00pm on Monday, August 25. May be delivered at OIP in person, or emailed to gprovoos@olemiss.edu .

Required:

- Cover letter
- Resume
- Schedule of Availability. See blank schedule below. Highlight the times during which you are available to work at OIP, per the instructions above (in yellow). If hired, final time schedules will be determined in alignment with other hired students' schedules.



OIP Work Schedule Availability (in the event I am selected for the Front Desk Assistant’s position at OIP)

FULL NAME: _____
SID: _____ **Grad or Undergrad?** _____
Email: _____ **Phone:** _____

From	To	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am	8:15am					
8:15am	8:30am					
8:30am	8:45am					
8:45am	9:00am					
9:00am	9:15am					
9:15am	9:30am					
9:30am	9:45am					
9:45am	10:00am					
10:00am	10:15am					
10:15am	10:30am					
10:30am	10:45am					
10:45am	11:00am					
11:00am	11:15am					
11:15am	11:30am					
11:30am	11:45am					
11:45am	12:00noon					
12:00noon	12:15pm					
12:15pm	12:30pm					
12:30pm	12:45pm					
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3:45pm	4:00pm					
4:00pm	4:15pm					
4:15pm	4:30pm					
4:30pm	4:45pm					
4:45pm	5:00pm					



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