

OISS Graduate Assistantship

Office of International Students & Scholars

Eastern Illinois University

Contract: 9 months

Hours per week: 18-20 hours, ability to flex and work more/work less during periods of orientation and special programming.

Description of Duties and Responsibilities:

1. Assist in the organization of the new international student orientation at the beginning of each semester (flex schedule required) under supervision of the Office of International Students and Scholars.
2. Perform administrative duties such as opening mail, answering phone calls and emails, assisting with processing admission applications, and special projects.
3. Greet and assist international students and other individuals during working hours.
4. Organize and attend international student activities and cultural events when necessary.
5. Assist with driving EIU vehicles to OISS related trips, ex. Social Security Office in Champaign/Effingham
6. Other duties as assigned.

Qualifications:

1. Excellent verbal and written communication skills
2. Ability to work independently and as a team
3. Exceptional cross-cultural awareness and customer service skills
4. Good technical skills and proficiency with Word, Excel, and PowerPoint
5. Extremely patient and able to work in a fast pace environment

Requirements:

1. U.S. driver's license preferred
2. Must have a GPA of a 3.0 or higher