

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: International Programs
POSITION: Office Assistant
SUPERVISOR(S): Lori Click
PURPOSE / ROLE: Assist with varies office duties and events.
QUALIFICATIONS:
ACADEMIC YEAR: 2022/2023
CONTRACT DATE: August 22, 2022 through May 05, 2023
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Duties include but are not limited to: answering phones, greeting public, filing, opening mail, answering e-mails, assisting and directing students and other individuals. Assisting with organizing and planning international student events and attending when necessary. Assisting with driving EIU vehicles to OISS related trips and events. Completing special projects as directed.