



Airport/Housing Counselor
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CENTER FOR ENGLISH AS A SECOND LANGUAGE AIRPORT/HOUSING COUNSELOR

The Airport/Housing Counselor is a UA student who works with the CESL Assistant Director for Student Services to facilitate the arrival and settling in process of new CESL students.

1. The AHC works directly with the CESL Assistant Director for Student Services
2. The AHC must maintain a friendly, professional relationship with the CESL students and faculty at all times.
3. Start date is June 1, 2006 with position continuing. The majority of work is seasonal with maximum time spent during six main intake periods before the beginning of each CESL session and UA semester.
4. Interviews will be held as soon as possible. Review of applications will begin immediately.

DESCRIPTION OF DUTIES

- ▶ be primarily responsible for airport pick-up
- ▶ be responsible for assisting students with housing selection including visits to apartments
- ▶ assist students with initial banking business including opening necessary accounts
- ▶ assist students with initial shopping
- ▶ assist students with general settling-in

MINIMUM QUALIFICATIONS

- ▶ Full-time student status at the University of Arizona
- ▶ Available up to 20 hours a week during peak seasons including weekends, afternoons and evenings. Peak seasons are during CESL intake of students in August, October, January, March, June and July
- ▶ Good organizational skills
- ▶ Ability to interact well with international groups
- ▶ Arizona driver's license with clean driving record
- ▶ Successful candidate must complete Risk Management Van Training (HOV) as soon as possible
- ▶ Enthusiastic outgoing personality with excellent communication skills in English
- ▶ Interested in foreign cultures
- ▶ Group management experience
- ▶ Responsible; able to work without close supervision

Preferred qualifications

- ▶ Expectation of enrollment at UA for at least one year
- ▶ Work Study eligible
- ▶ Orientation or leadership background
- ▶ Residence hall or camp counseling experience
- ▶ Knowledgeable about local student housing market

Return the completed application to CESL Room 100 or fax it to 621-9180 by **ASAP**.