

Student Worker – Part-Time Programs Assistant Job Description

The Part-Time Programs Assistant will need to be available to work 20 hours a week, including evenings and weekends. Hours may fluctuate from week to week depending on programming. CESL operates year round, so the applicant must be available to work during university breaks as well.

Requirements

A successful Part-Time Programs Assistant must have:

- A thorough knowledge of Microsoft Office, including Word, Excel, and PowerPoint
- The ability to learn quickly and adapt to changing demands
- Good interpersonal skills and a willingness to speak in front of groups
- Interest in international education, language teaching, and other cultures
- Candidate must be an undergraduate in good standing, currently registered for the UA
- Additional preferred qualifications include:
 - Proficiency in a language other than English (preferably Spanish)
 - Familiarity with the University of Arizona's library system
 - Strong research skills
 - Some experience working in D2L, Blackboard Collaborate, and Camtasia

Job Duties

A successful applicant for this position must be able to complete the following tasks:

- Entering and tracking data
- Filing and record keeping
- Assisting with online course management
- Assisting Teacher Training and Evening Program Coordinators at program events
- Assisting Teacher Training Coordinator with summer Saturday Practicum
- Maintaining up-to-date bulletin boards, posters, and flyers for part-time programs
- Photographing and videotaping classes and events
- Creating and editing videos