

STUDENT WORKER JOB POSTING OFFICE ASSISTANT

The Center for English as a Second Language (CESL) is looking for a student worker to fill an Office Assistant position.

The person selected will provide administrative support to the Assistant Director of Admissions, Immigration and Student Services. On occasion, other staff or faculty members may require support.

Total number of hours to be worked per week will be between 15-20 hours per week, Monday to Friday. CESL operates its programs year-round, so there may be the possibility for additional hours during normal UA closure periods.

The successful applicant will demonstrate the following qualities:

- An interest in and respect for the unique multicultural environment in CESL
- Knowledge of Microsoft Office, Web browsers
- The ability to learn other relevant databases
- The ability to work independently given departmental policies and guidelines
- Integrity, punctuality and dependability

Job duties include:

- Photocopying and collating documents
- Data entry
- Shredding
- Filing
- Mailings, including printing and folding brochures, applications, assembling documents and printing labels for envelopes
- Assist with walk-ins and answer phones
- Make deliveries around campus
- Prepare student records for scanning
- Scan student records
- Prep admissions packets and FedEx mailings
- Assist in maintaining bulletin boards and help with posters and flyers

Advanced knowledge of a foreign language is a plus, as well as experience working with international students.

Please complete the Student Worker Application and turn it into CESL, Room 101 (Student Services office).