

Position Vacancy

POSITION: Temporary Administrative Assistant & Receptionist

GRADE: 26

DEPARTMENT: Academic Affairs

POSITION REPORTS TO: Director of International Student Services

JOB FUNCTION: This position requires a self-motivated person to assist with all duties in the International Student Services Office including fostering good will among students, faculty, and staff by providing instructional, confidential, clerical and logistical support, accurate data management, and maintenance of necessary records of current students. Primary responsibilities include that of a receptionist: fielding phone calls and acting as initial point of contact with public and college personnel.

ESSENTIAL ELEMENTS:

1. Opens the office in a timely manner and receives students, faculty and office visitors, providing them with appropriate information and assistance.
2. Directs all walk-in and phone traffic in the International Student Office to the appropriate person if unable to process request.
3. Schedules student appointments with the International Student Office Staff.
4. Coordinates the processing of requests for SACM documentation, including the writing of letters, assembling the required information and tracking the status of all requests.
5. Assists in tracking and communicating with international students on Academic Probation and who have received Academic Alerts.
6. Assists the members of the International Student Services Offices by filing, typing, and organizing documentation and reports.
7. Assists in compiling data for surveys, reports and statistical summaries.
8. Assists in the set-up for programming and hospitality in the International Office as needed.
9. Orders office supplies as needed.
10. Performs other duties as assigned.

REQUIRED SKILLS, EXPERIENCE AND TRAINING:

Must be detailed oriented and have strong communication and organizational skills with the ability to work with others in a fast-paced environment. Experience with Microsoft Office Suite.

Interested candidates, please email resume and cover letter to hrijobs@kings.edu.