

International Program Assistant Job Description

Title:	International Program Assistant
Appointment:	Part-time temporary.
Pay:	Starting at \$9.00 per hour
Reports to:	<u>Associate Director, Campus Life and Academic Services</u>

GOALS / EXPECTATIONS:

The International Program Assistant (IPA) provides overall clerical support for TIUA. The IPA also assists various programs and events that are assigned during and outside of the regular office hours. The IPA is expected to understand and promote the overall goals of American Studies Program (ASP) at Willamette University and TIUA. The IPA is expected to be flexible enough to carry out other duties as assigned.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of this include, but are not limited to, the following functions.

- Assist with preparations for various events during and outside of the regular office hours, including all aspects of program planning. This includes set-up and clean-up and may include lifting heavy objects and setting up technical equipment.
- Assist with general office work as needed.
- Answer the phone and assist visitors, faculty, staff, and students at the front desk.
- Represent TIUA, greet the public, and assist in a professional and amiable manner at the front desk, special events, and programs, both in person and on the phone.
- Drive a van to transport students to field trips and activities during and outside of the regular office hours.
- Transport ASP students to doctor's office or hospital as needed.
- Assist with communication between ASP students and medical staff as needed.
- Assist with managing the expenses for programs by taking student collections, requesting funds when needed, and returning all change and receipts.
- Look after the safety of students and oversee university property and report to your supervisor or person who assigned the project when there is a problem or concern.
- Develop rapport with ASP students and respond to individual needs during office hours.

QUALIFICATIONS:

- Demonstrated cross-cultural communication and sensitivity.
- Flexibility, sensitivity, responsibility, professionalism.
- Ability to be self-reliant in carrying out projects.
- Eligible to drive WU and TIUA vehicles, which means 19 years of age or older AND having at least 2 years of driving experience.
- Ability to drive 15-passenger vans is preferred.
- Japanese language skills are preferred.
- Meet business casual dress code requirements

In accepting this appointment, you agree not to accept other commitments that affect your ability to perform the duties of the job, unless pre-approved by your supervisor.

●* Violation of Willamette University and TIUA policies may result in termination of employment.