

Azusa Pacific University

Job Description

International Student Compliance

Immigration Services Student Assistant

This position reports to the Sr. International Student Advisor.

POSITION SUMMARY:

This person will serve as administrative support for the Associate Director and Sr. International Student Advisor. Performs clerical functions related to international students/scholars' document request forms, maintains student/scholar immigration files, and interfaces with students/scholars, faculty, staff, and the public.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Processes students/scholars' document request forms and other request forms
2. Collects and scans students/scholars' and dependents' immigration documents and information forms
3. Addresses student/scholar questions and/or refers students/scholars to appropriate resource persons pertaining to department/school policies, programs, and basic immigration regulations
4. Communicates with students/scholars, staff, and faculty in relations to students/scholars' needs/concerns
5. Prepares letters and other documents as needed/assigned
6. Tracks and processes registrations and general record keeping for students/scholars
7. Organizes and maintains office records and files
8. Assists Associate Director and Sr. International Student Advisor during Global Student Orientation Immigration Sessions
9. Handles routine office duties such as responding to phone calls and emails
10. Serves as receptionist and handles walk-in traffic occasionally
11. Performs other duties and projects as assigned by the supervisor and/or Associate Director.

POSITION QUALIFICATIONS:

Minimum Education:

Full-time student, graduate student preferred.

Minimum Experience:

One year of related general office experience is preferred.

Skills:

Ability to interact and communicate effectively with students/scholars, staff, faculty, and the public. Strong organizational skills with attention to detail. Bilingual ability (Chinese or Korean) preferred.

Good computer skills, types 50 wpm with accuracy. Proficiency in Google docs, Microsoft office products, including Word and Excel. Knowledge of good English usage with correct business letter skills plus the ability to accurately proof read work.

Mental Demands:

Ability to work independently and meet deadlines. Possess initiative and good judgment, maintain confidentiality. Ability to work quickly and efficiently amid distractions. Ability to be flexible as priorities change or are interrupted. Ability to learn procedures and retain information. A strong willingness to serve others.

Physical Demands:

Sitting at a computer keyboard. Requires repetitive hand/wrist/finger motions. Hearing and speaking on the telephone. Able to conduct business at other offices on campus. Ability to lift, pull, grasp, bend to lower file drawers and reach to the top of a four-drawer file cabinet. Able to lift up to 20 lbs. occasionally.

Visual Demands:

Computer monitor, reading, and quickly scanning documents.

Environment:

Pleasant office, comfortable temperature.

POSITION:

Part time (minimum 10 hours per week and maximum 20 hours per week), 12 month, year-around hourly position.

APPLICATION:

Contact:

Tabitha Gunadi

626-812-3055

Sr. International Student Advisor

International Student Compliance

Azusa Pacific University

P.O. Box 7000

(mailing address)

Building 29, East Campus

(office location)

901 East Alostia Avenue

Azusa, CA 91702-7000

NACE CAREER COMPETENCIES:

1. Critical Thinking / Problem Solving
2. Oral / Written Communications
3. Teamwork / Collaboration
4. Digital Technology
5. Leadership
6. Professionalism / Work Ethic
7. Career Management
8. Global / Intercultural Fluency