

OISS Graduate Assistantship

Office of International Students & Scholars

Eastern Illinois University

Contract: 9 months

Hours per week: 18-20 hours, may be required to work weekends and days when classes are not in session, may be required to work extra during orientations and other events.

Description of Duties and Responsibilities:

1. Assist in the organization of the international new student orientation at the beginning of each semester (flexible schedule required).
2. Perform administrative duties such as opening mail, answering phone calls and emails, assisting with daily office operations, and special projects as assigned.
3. Greet and assist international students and other individuals.
4. Organize, set up, and attend international student activities and cultural events when necessary.
5. Assist with driving EIU vehicles to OISS related trips, ex: Social Security Office in Effingham, Chicago's O'hare airport.

Qualifications:

1. Excellent verbal and written communication skills
2. Ability to work independently and as a team
3. Exceptional cross-cultural awareness and customer service skills
4. Good technical skills and proficiency with Word, Excel, and PowerPoint
5. Extremely patient and able to work in a fast-paced environment

Requirements:

1. U.S. driver's license preferred
2. Must have a GPA of a 3.0 or higher