

Seeking Applicants for Undergraduate Student Positions

Position Information

Position: Undergraduate Student Coordinator Support

Number of Positions: 3-5

Hours Per Week: flexible hours, maximum of 28

Hourly Pay Rate: \$9.00

Application Deadline: August 15th, 2018

Application Materials Required: Please email a resume and cover letter

More Information about our office: <https://asia.missouri.edu/>

Duties

- Assisting Program Coordinators with logistical preparations for incoming program students
- Plan events and cultural outings for scholars and students
- Assist in apartment set-up and upkeep
- Drive university vehicles for field trips and site visits (Local, St. Louis, Kansas City, etc.)
- Provide support in internship, job shadow and site visit searches
- Manage front desk to assist visitors and answer telephone calls AND/OR
- Some other tasks as needed

Required Skills

- Strong ability to organize and multitask
- Strong ability to communicate professionally (both written and verbal)
- Proficient in Microsoft Office (Excel, Word, Power Point, Publisher)
- Comfortable driving 12 passenger vans for student and scholar transportation
- Clean driving record and a demonstrated ability to adhere to University policy and procedure
- Flexible in availability

Preferred Qualifications

- International experience or working with international students preferred
- Language skills in Korean, Chinese or Japanese preferred, but not required
- Skills in Adobe Acrobat and Photoshop
- Preference will be given to students permanently living in or near Columbia

Contact Information

Name: Ty Rhoads

Address: N49 Memorial Union

Phone: (573) 884-8539

Email: RhoadsT@missouri.edu