Graduate Assistant for Administrative Operations
Office of International Education and Services

Graduate Assistant for Administrative Operations is a full-time graduate student that assists the Administrative Assistant and Executive Director with general administrative and operative support for the Office of International Education and Services. This candidate will also provide customer service related to international student insurance and taxes. With the goal to provide quality services to both students and staff, this position requires experience with accounting or bookkeeping, high attention to detail and excellent follow through skills. They will serve as a part-time staff member to fulfill the following responsibilities:

- Develop a thorough knowledge and understanding of the Office of International Education and Services and assist in sharing this information with relevant constituents
- Assist the Administrative Assistant and Assistant Directors with general administrative and operative support (e.g. walk-ins, telephone calls and appointment scheduling)
- Maintain professional demeanor and appearance
- Assist with producing financial reports and other budgetary transactions (e.g. purchase requisitions, expense reports, payment vouchers, and direct payments). Banner system financial training must be successfully completed.
- Assist with data maintenance
- Collect and prepare informational packets for international recruiting purposes
- Assist with the hiring and training of new student staff
- Advise members of the international group insurance plan regarding healthcare services and insurance within the USA
- Disseminate nonresident alien tax notifications and co-manage tax service software
- Create and conduct workshops to provide higher level of information and services
- Assist and attend office sponsored events
- Attend regularly scheduled Office staff meetings
- Perform other duties as assigned by supervisor
- Support, communicate, enforce and abide by all University and Office policies, procedures and regulations

Required Qualifications:

- Admission to Southeast’s graduate school and enrollment in a graduate course of study
- Graduate GPA of 3.25. Specific degree requirements may differ according to academic program.
- Earned minimum GPA of 2.75 on the undergraduate cumulative
- Experience with accounting, recordkeeping, bookkeeping skills and/or data compilation
- Evidence of strong attention to details with good follow-through skills
- Excellent communication skills
- Demonstrated ability to organize and handle multiple tasks with frequent interruptions
- Ability to handle sensitive and confidential information
- Ability to work independently, as well collaborate with a team
- Must be punctual and dependable
- Demonstrated commitment to working with multi-cultural populations and an awareness of issues affecting women and minorities

Preference will be given to applicants with a degree in business.

Position will officially begin one week prior to the Fall 2016 semester. Graduate assistant is required to work an average of 20 hours weekly throughout the semester (including final exam week). Student worker employment will be required beginning July 18th prior to the official graduate assistant position start date. This position is renewable for one year pending a complete evaluation of candidate performance and duties. Termination or non-renewal of the assistantship may result if specific duties are not accomplished or the candidate receives documented poor performance reviews.

To Apply: Please submit cover letter, resume, most recent copy of all academic transcripts (unofficial is acceptable), one professional letter of recommendation and contact information of three professional references via email to Ms. Ef Sidiropoulos at emsidiropoulos@semo.edu, Re: Graduate Assistant for Administrative Operations.

To ensure full consideration, all required application materials must be received no later than Wednesday, March 31, 2016.

All submissions will be reviewed by a Search Committee. Finalists will be contacted for an interview. All applicants will receive email confirming receipt of application and notification once position is filled.

Southeast Missouri State University is an equal opportunity, affirmative action employer.

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Graduate Assistant for International Admissions
Office of International Education and Services

Graduate Assistant for International Admissions provides comprehensive support and assistance within the operations of International Admissions. They must exhibit a good understanding of the role of the Office of International Education and Services, programs of study at Southeast and assist in effectively communicating this information with relevant constituents. They will serve as a part-time staff member to fulfill the following responsibilities within International Admissions:
• Develop a thorough knowledge and understanding of the Office of International Education and Services and assist in sharing this information with relevant constituents.
• Assist the Assistant Director of International Admissions with general admission procedures.
  Specific duties include the following:
  o Respond to email and phone enquiries from prospective students and Southeast’s authorized representatives overseas.
  o Use multiple platforms and modes of communication to effectively explain and simplify admissions procedures.
  o Assist with daily operations including date stamping, creating folders and labels for data collection, maintenance and organization.
  o Complete initial check of application materials received (biographical data, financial data, visa/I-20).
  o Conduct basic review of application for all student types (IEP, UG, GR, Visiting).
  o Check for accuracy of all documents, especially immigration documents before mailing.
  o Submit work order requests and manage inventory of admissions materials.
  o Prepare acceptance packets for all newly admitted students.
  o Oversee shipment of acceptance packets and update banner upon completion.
• Work collaboratively with student assistants and supervise when needed.
• Assist with the hiring and training of new student staff
• Assist with and attend office sponsored events.
• Maintain professionalism at all times.
• Attend regularly scheduled Office Staff meetings.
• Perform other duties as assigned by supervisor.
• Support, communicate, enforce and abide by all University and Office policies, procedures and regulations.

**Required Qualifications:**
• Admission to Southeast’s graduate school and enrollment in a graduate course of study.
• Graduate GPA of 3.25. Specific degree requirements may differ according to academic program.
• Earned minimum GPA of 2.75 on the undergraduate cumulative.
• Experience with recordkeeping, bookkeeping and/or data compilation.
• Evidence of strong attention to details with good follow-through skills.
• Excellent communication skills, both written and verbal.
• Demonstrated ability to organize and handle multiple tasks with frequent interruptions.
• Ability to handle sensitive and confidential information.
• Ability to work independently, as well as collaborate with a team.
• Must be professional, punctual and dependable.
• Demonstrated commitment to working with multi-cultural populations and an awareness of issues affecting women and minorities.

Position will officially begin one week prior to the Fall 2016 semester. Graduate assistant is required to work an average of 20 hours weekly throughout the semester (including final exam week). This position is renewable for one year pending a complete evaluation of candidate performance and duties. Termination or non-renewal of the assistantship may result if specific duties are not accomplished or the candidate receives documented poor performance reviews.

To Apply: Please submit cover letter, resume, one professional letter of recommendation and contact information of three professional references via email to pcramer@semo.edu, Re: Graduate Assistant for International Admissions.

To ensure full consideration, all required application materials must be received no later than Wednesday, March 31, 2016.

All submissions will be reviewed by a Search Committee. Finalists will be contacted for an interview. All applicants will receive email confirming receipt of application and notification once position is filled.

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