

**Work-study Job Description Form
University of the Incarnate Word**

Department: International Student & Scholar Services

Location: ICC Room 200

Supervisor: Jose Martinez

Supervisor Phone: 210-832-3294

Supervisor E-mail: jfmartin@uiwtx.edu

Job Title: International Student Office Front Desk Assistant

Hourly Pay Rate (cannot be updated mid-year): \$7.25

How is the pay rate determined? (check all that apply)

Experience Grade Level Other:

Purpose/Role of the position:

The Student Worker will assist the Director and staff in their daily duties and maintain international student files and database.

General Length of FWS Agreement: Annual basis Semester basis

Job Description and General Duties:

Provide support services for international students, maintain database and immigration files. Assist international students with preparing various applications/forms during orientation and throughout academic calendar year. Fully support staff during the preparation and implementation of international student orientation and arrival week. Ability to drive 10/12-passenger vans at no specific time of the day, to include weekends, for special cultural events, airport arrivals and department store shuttle service. Help ensure the timely shipment of education and immigration documents to international destinations. Performs other duties assigned by the Director and other staff members. Entry-level position with ability to work in team environment.

Special Skills:

Must be able to prove excellent communication and customer service skills. Detailed orientated and the ability to communicate via social media and telephone are required. Must be able to assist students with luggage from the airport to guest rooms. Ability to exercise confidentiality when providing information to employees, students, parents or visitors as outlined in departmental and university policies. Ability to work effectively with individuals from diverse communities and cultures.

Community Service- Does this position perform any job duties that support the creation or execution of community service opportunities and/or events? – YES NO

Supervisors: Please indicate if employee will be required to lift, stand for extended periods of time, wear closed shoes, uniforms, protective eyewear, etc.