

**Office of International Programs
Study Abroad Alumni Assistant
Job Description**

QUALIFICATIONS:

Mandatory:

- Must be enrolled at SFSU
- Must have previous study abroad experience (through CSU International Programs or SFSU Bilateral Program)
- Must be willing to work a variety of tasks including: filing, copying, typing and front desk reception.

Desired:

- Computer skills (Microsoft Word, Filemaker Pro, Dreamweaver, Adobe Pro, Photoshop, and Publisher).

DESCRIPTION: The Study Abroad Alumni Assistant assists Study Abroad staff with advising, database upkeep, outreach development, promotion, and other office duties.

RESPONSIBILITIES:

- Provide general support to the Study Abroad Advisor.
- Present preliminary information to students regarding certified CSU and SFSU Bilateral study abroad programs.
- Help design flyers and other publications.
- Put up flyers and posters around campus.
- Give classroom presentations.
- General clerical assistance (typing, filing, copying).
- Substitute for receptionist at the OIP's front desk.
- Provide student leadership to IEEC as a student officer.

PAY RATE: \$8.50-\$9.00 per hour

TIME/HOURS: 15-20 hours per week
Set weekly schedule, flexibility as to which days/hours are worked.

CONTACT: Send **Cover Letter** and **Application Form*** to:
Mr. David Wick
Office of International Programs,
ADM 458 A
415.338.1293
studyabr@sfsu.edu

<p>*Application Form sample on reverse. Also online at: http://www.sfsu.edu/~studyabr/FormsHandouts/Application_Form.doc <u>Due August 18th, 2009</u></p>
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