

DESERT COMMUNITY COLLEGE DISTRICT

INTERNATIONAL EDUCATION PROGRAM ASSISTANT

BASIC FUNCTION

Under the direction of the Director, International Student Program, perform specialized administrative duties in support of International Education Program (IEA) activities; assist in organization and implementation of departmental procedures; assist with application processing and coordination.

REPRESENTATIVE DUTIES

1. Assist the Director with a variety of clerical, secretarial and administrative duties; facilitate communications and coordinate activities between the Director, staff, public and other personnel; establish and maintain positive staff and public relations. *E*
2. Process and monitor applications for international students; assure applications are complete and accurate; assist in determination of students' eligibility for admission to the College and IEA; establish files for new students; process initial 1-20 form on SEVIS system; assure students have proper documentation for registration. *E*
3. Enter and maintain student information in database. *E*
4. Monitor budget expenditures and transfers, and maintain financial records as assigned; maintain current account balances. *E*
5. Process, account and balances fees and refund forms and reports for IEA students; maintain income report IEA program; identify and correct errors. *E*
6. Order and maintain office supplies and other materials; obtain necessary supplies for student orientation, meetings, and activities. *E*
7. Communicate information about the International Education Program in person or by telephone to students, staff, faculty, administrators and the public. *E*
8. Receive, open and distribute mail; receive visitors, answer telephone calls and refer to appropriate staff members. *E*
9. Arrange and schedule a variety of meetings and appointments for IEP staff; gather and prepare materials for meetings. *E*
10. Train, assign and review the work of student workers. *E*
11. Operate a variety of office machines and equipment including a computer and applicable software programs, typewriter, copier, calculator and other equipment. *E*
12. Organize efficient file system; maintain office and student files. *E*
13. Attend a variety of meetings and training workshops as assigned. *E*
14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Multi-cultural issues facing international students; an understanding and sensitivity to the diverse backgrounds of community college students; immigration regulations related to F-1; modern office practices, procedures and equipment; record keeping techniques; operation of a computer and assigned software including Microsoft Office; oral and written communication skills; interpersonal skills using tact, patience and courtesy; interacting with individuals with diverse backgrounds and cultures; correct English usage, grammar, spelling, punctuation and vocabulary; financial record-keeping procedures, methods, practices, and terminology.

Ability to: Perform a wide variety of administrative duties in support of the International Education Program; maintain currency with regard to immigration issues related to the F-1 visa; interact with

individuals from diverse cultures and backgrounds; communicate effectively both orally and in writing to exchange information; gather data and prepare comprehensive reports; communicate policies, guidelines, regulations and laws to staff, students and public; prioritize and schedule work; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of student records; work independently with little direction; maintain complex and varied files and records; operate a computer and software including Microsoft Office; operate a variety of office machines and equipment; meet schedules and time lines; lift 25 pounds; bend at the waist, kneel or crouch to file materials; sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and three years of administrative experience including experience working with students.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Requires some evening and weekend or flexible hours.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions