JOB OPENING:
Intensive English Program Student Assistant

Responsibilities:
- Assist the Intensive English Program (IEP) Coordinator with assigned duties including:
  - Clerical support for IEP and recruitment efforts
  - Data entry and management of student lists
  - Preparations for IEP initiatives and newsletter campaigns
  - Creation of invoices, acceptance letters, and reports
  - Assist in coordinating the Conversation Partner program
  - Maintaining social media sites and IEP website
- Create and manage student files electronically and physically
- Support front desk with reception and clerical duties
- In addition to the above, assist the IEP Coordinator with summer program preparations including:
  - Gathering materials for instructors and incoming students
  - Planning excursions and events for IEP participants, including organizing vehicle rentals, creating itineraries, and making activity reservations
- Complete duties as assigned

Qualifications:
- Possess excellent attention to detail and strong organizational skills; ability to analyze data
- Ability to coordinate and manage programs and projects
- Ability to maintain and organize multiple tasks at once
- Have excellent written and verbal communication skills
- Act and think quickly
- Have general knowledge of Microsoft Word, Excel, PowerPoint, and Publisher
- Keep confidentiality
- Demonstrate interest in working with people from a variety of cultures
- Ability to work during the summer a plus

Details:
- Application deadline: August 1, 2014 but will remain open until filled
- Position is only open to students eligible for Federal Work Study
- Position begins at the start of fall semester
- $7.25 / hour
- 10 hours / week

*Job application is available online at: [www.uwec.edu/esl](http://www.uwec.edu/esl) or at the Center for International Education (Schofield 3).*

Questions? Email thompsc@uwec.edu
JOB APPLICATION

Position Title: Intensive English Program Student Assistant

To apply for this position, please submit the following to the Center for International Education
Attn: Intensive English Program Coordinator (Schofield 3) by August 1, 2014 at 4:30 pm:

1. Intensive English Program Student Assistant Job Application
2. Resume including three references

Name: ___________________________________________ UWEC ID#: _______________
(Last, First)

Current local address: _____________________________________________________________

Email: __________________________@uwec.edu Phone Number: __________________________

Anticipated Graduation Date: ☐ Fall ☐ Spring ☐ Summer ☐ Winter Year: ______

Level in School: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Major: __________________________ Minor: __________________________ GPA: ______

Number of hours you prefer to work per week: ______ (You must be able to work at least 2 hours at a time)

Are you available to work during the summer? ☐ Yes ☐ No

Are you eligible for Federal Work Study?* ☐ Yes ☐ No
*This position is open only for students eligible for Federal Work Study.

CLASS SCHEDULE FOR NEXT TERM
(Put an ‘X’ in the boxes to represent when you have a class during Fall 2014 semester.)

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