

COLLEGE WORK-STUDY JOB DESCRIPTION

NAME OF DEPARTMENT: School of Intercultural Studies

PURPOSE OF JOB: Assist in the general office function of ICS, be in support of the ministry of missions and serve as support to the faculty.

DUTIES AND RESPONSIBILITIES:

1. Assist the Administrative Assistant as needed (i.e., photocopying, special projects, filing, etc.)
2. Assist with correspondence and sorting mail
3. Assist professors with grading and recording papers and exams on Moodle
4. Keep regular office hours (5 hours per week)
5. Regular weekly watering of plants
6. Develop promotional materials for College of Missions events
7. Update ICS department website and social media pages weekly

OVERALL JOB QUALIFICATIONS:

1. People Skills
2. Typing experience required including designing posters & brochures on Microsoft based platforms such as Word and Publisher
3. Organizational skills and self- motivation
4. Writing Skills
5. Website development skills