

## **INTERNATIONAL PROGRAMS STUDENT EMPLOYEE**

### **REPORTS TO:**

Coordinator of Office Operations

### **DESCRIPTION:**

International Programs is looking for students interested in a daily opportunity to promote Pepperdine's International Programs, international education, as well as gain valuable office and professional experience. Responsibilities include covering the front desk and phones during office meetings and lunches, maintaining calendar appointments, greeting visitors, filing, stocking brochures and course information booklets, assisting with mailing, decorating, assisting with IP Events (The Return, LAUNCH/LANDED, Orientation, Global Learning Week, etc), and completing other projects as assigned. International Programs Student workers require a commitment to work for the full 2020 – 2021 Academic Year. This position requires either Pepperdine Work or Federal work-study, and a minimum of 7-10 hours in the office per week.

### **DUTIES:**

- General Office Assistance
- Answering questions, emails, talking with constituents
- Assistance with IP Events (Orientation, Global Learning Week, The Return, etc)

### **QUALIFICATIONS:**

- You must have participated in one of our Academic Year programs at some point during your Pepperdine career.
- You must have Federal Work study or Pepperdine Work Study