**Descriptive Job Title:** Foreign Languages Assistant

**Supervisor Name & Contact (email)**

**Work Study:** Work Study required

**General Purpose/Role**

The Foreign Languages department is looking for two students to fill the positions of Foreign Languages Assistants. Each students would work a total of 3.5 hours per week.

**Position Description**

**General Purpose**

The students selected may provide administrative support to the Foreign Languages Department and work under the supervision of Supervisor. On occasion, other staff or faculty members may require support.

**Typical Duties** (training provided as necessary):

* Editing official documents and webpages
* Design flyers, posters, bulletin board layout, and online department newsletter
* Collaborate with Faculty and staff members to collect data for newsletter and other projects
* Research trends in curriculum development for Foreign Languages and build a bibliography
* Data entry and maintaining/creating mailing lists
* Photocopying, filing and collating documents and past records
* Printing and folding brochures, applications, certificates and assembling documents
* Lead mini-tours for Foreign Languages high school students visiting campus
* Assist with walk-ins and make deliveries around campus

The successful applicants will demonstrate the following qualities:

**Required Qualifications**

* An interest in and respect for the unique multicultural environment in Foreign Languages
* Have excellent written and oral communication skills
* Detail-oriented and creative
* The ability to work independently given departmental policies and guidelines
* Integrity, punctuality and dependability

**Preferred Qualifications**

* Knowledge of Microsoft Office, Web browsers

**Learning Outcomes from this position:**

Critical Thinking and Problem Solving

Oral and Written Communications

Teamwork & Collaboration

Digital Technology

Leadership

Professionalism & Work Ethic

Career Management

Global/Intercultural Fluency

**Application Instructions:** Submit Application in Handshake; preferred start is ASAP