

INTERNATIONAL RELATIONS ASSISTANT PART-TIME POSITION

JOD DUTIES

- Assist with quarantine duties including health checks.
- Assist students with opening bank accounts, applying for Social Security cards, general “getting settled” errands.
- Assist with general office responsibilities
- Assistance with pre-spring arrivals & quarantine
- Help office prepare for transition of a new Director of International Relations
- Assist with Monthly Newsletter to distribute to international students, families and the community at large.
- Assist in communications with international students throughout the semester. This includes using WhatsApp text messaging.
- Assist with regular communications with new and prospective students.
- Other duties as assigned.

PART-TIME POSITION: 24 hours per week
Start date: ASAP through January 11, 2021

Opportunity for contract renewal at the discretion of the new International Director after January 11, 2021

Minimum Qualifications: Associate’s Degree
Good Communication Skills
Proficient with Microsoft Office applications
Valid Driver’s License

Preferred Qualifications: Bachelor’s Degree
CDL and/or van driving experience
Good knowledge of Facebook and WhatsApp Applications
Experience working with diverse population

COMPENSATION: \$15/hour

Application Process:

Submit the following: Cover letter addressing the minimum and preferred qualifications; resume; names and phone numbers of three professional references; and unofficial transcripts

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Application Deadline: September 17, 2020