

# **Monmouth College Center for Intercultural Life Program Assistant Position Description**

**Job Title:** Program Assistant (PA)  
**Department:** Monmouth College Center for Intercultural life (CIL)  
**Length of Position:** 2017-2018 Academic Year  
**Formal Resume Required**  
**Business Casual Dress**

## **Duties & Responsibilities:**

### Office Management:

- Manage office traffic and phone reception
- Assist walk-in students by answering questions, providing referrals, locating materials in the resource room, etc.
- Execute administrative tasks, including data collection, copying, filing, preparing mailings, running errands, etc.

### Programs and Events:

- Assist in development, coordination, implementation and management of programs and events
- Provide hospitality to off-campus visitors (employers, graduate school representatives, etc.)
- Gather data on program participation and collect feedback from program participants
- Assist in organizing intercultural events, i.e., host family meet and greet dinner, cultural festival
- Create publicity and marketing for intercultural programs
- Research and coordinate speakers
- Develop a program resource manual for Intercultural Life
- Develop resources for campus programming
- Assist in creating a Scholar in Residence Program
- Assist with the development of the host family program
- Research leadership development opportunities for multicultural and international students
- Coordinate special events, i.e. Orientation, New Beginnings, Homecoming for MINA
- Pick up/drop off speakers and drive as needed (VALID Driver's License required).
- Work with ACI Coordinator & Mentors in program planning and execution.
- Other tasks as may be assigned

### Campus Relations:

- Increase student, faculty and staff awareness of CIL services and resources
- Build and maintain professional relationships with faculty, staff, student organizations and other student leaders
- Maintain collaborative relationships with on-campus offices

### General/Other:

- Keep current and thorough knowledge of CIL services, programs and resources
- Assist in the development and execution of marketing and promotion strategies
- Work as part of a team consisting of Director of Intercultural Life, Program Assistants, participating in regular meetings as scheduled
- Demonstrate professionalism in attitude and appearance
- Maintain regular work schedule (approximately 6-10 hours weekly) during CIL office hours (Monday-Friday 8am-4:30pm) with occasional evenings and weekends
- Other duties as assigned

## **Desired Qualifications:**

- Junior or Senior class standing (exceptional sophomore standing)
- Excellent interpersonal and communication skills
- Strong English skills and writing skills
- Ability to maintain trust and confidentiality
- High level of comfort in public speaking and educating peers
- Strong organizational skills and accurate attention to detail

- Ability to handle multiple projects simultaneously with minimal supervision
- Experience with standard computer programs (Word, Excel, Publisher, PowerPoint)
- Desire to learn new skills, information and various aspects of intercultural programming
- Ability to approach challenges creatively
- Motivation to take projects and assignments from start to finish
- Ability to accept constructive criticism
- Strong interest in own career development