



## *Adrian College*

**Student Employer:** Adrian College - 110 S. Madison St. Adrian MI 49221

**Department:** Institute for Study Abroad

**Supervisor:** Bryan Bott - [bbott@adrian.edu](mailto:bbott@adrian.edu)

**Job Title:** **Student Worker:** Study Abroad Office Assistant

**Location:** TBD

**Purpose of Position:** To assist the Women's Lacrosse team with tasks.

**Beginning and End Date:** 2024-2025 Academic Year

### **Job Description:**

STUDENTS MUST HAVE COMPLETED A STUDY ABROAD PROGRAM TO APPLY.

### **Duties:**

- Working with the Director to advise students interested in studying abroad
- Helping the Director with Admissions events
- Coordinating campus visits from affiliate representatives
- Organizing and implementing Institute events such as Passport Day
- Staffing the Institute for Study Abroad Office during its business hours

**Rate of Pay:** This is a part time student employment position at \$10.33 for hours worked.

**Hours:** Up to 8 hours per week unless otherwise approved.

**Required Job Skills:** Successful applicants must have study abroad experience. They must have excellent writing and communication skills. They should be friendly, outgoing, and willing to help students who come into the Institute for Study Abroad Office. They should also be responsible, motivated, and able to work well individually and in groups.

**Remarks:** Nights and weekends are required