Seeking Applicants for Undergraduate Student Positions

Position Information

**Position:** Undergraduate Student Coordinator Support  
**Number of Positions:** 3-5  
**Hours Per Week:** flexible hours, maximum of 28  
**Hourly Pay Rate:** $9.00  
**Application Deadline:** August 15th, 2018  
**Application Materials Required:** Please email a resume and cover letter  
**More Information about our office:** [https://asia.missouri.edu/](https://asia.missouri.edu/)

Duties

- Assisting Program Coordinators with logistical preparations for incoming program students  
- Plan events and cultural outings for scholars and students  
- Assist in apartment set-up and upkeep  
- Drive university vehicles for field trips and site visits (Local, St. Louis, Kansas City, etc.)  
- Provide support in internship, job shadow and site visit searches  
- Manage front desk to assist visitors and answer telephone calls AND/OR  
- Some other tasks as needed

Required Skills

- Strong ability to organize and multitask  
- Strong ability to communicate professionally (both written and verbal)  
- Proficient in Microsoft Office (Excel, Word, Power Point, Publisher)  
- Comfortable driving 12 passenger vans for student and scholar transportation  
- Clean driving record and a demonstrated ability to adhere to University policy and procedure  
- Flexible in availability

Preferred Qualifications

- International experience or working with international students preferred  
- Language skills in Korean, Chinese or Japanese preferred, but not required  
- Skills in Adobe Acrobat and Photoshop  
- Preference will be given to students permanently living in or near Columbia

Contact Information

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