Seeking Applicants for Undergraduate Student Positions

Position Information

Position: Undergraduate Student Coordinator Support  
Number of Positions: 3-4  
Hours Per Week: flexible hours, maximum of 28  
Hourly Pay Rate: $9.00  
Application Deadline: December 8th, 2017 (Interviews will be conducted the week of December 11th)  
Application Materials Required: Please email a resume and cover letter  
More Information about our office: 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

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

Name: Ty Rhoads  
Address: N49 Memorial Union  
Phone: (573) 884-8539  
Email: RhoadsT@missouri.edu