



12/03/09

POSITION ANNOUNCEMENT

#604

POSITION TITLE: PROGRAM ASSISTANT

DEPARTMENT: INTERNATIONAL PROGRAMS, ASIA
UNIVERSITY EXTENDED EDUCATION

HOURS: Monday through Friday, 10-20 hours per week (Ability to work a flexible schedule when required, including evening and weekend hours)

HOURLY RATE: \$8.00-\$15.00 per hour

Position Summary

The Program Assistant provides services in support of international groups of professionals and students studying at Cal State Fullerton.

Responsibilities

1. Assist with the daily operation of International Programs, Asia.
2. Follow up with current and potential cooperation partners.
3. Assist program participants through the application process including collecting program participants' information such as name, gender, date of birth, title and employer.
4. Assist program participants in processing the paperwork for housing, health insurance, etc.
5. Work as the translator and interpreter for materials, conferences, and lectures.
6. Conduct campus tours for international visitors and training delegations.
7. Show IPA program PowerPoint presentations for international visitors and training programs.
8. Run campus errands such as letter pickup and delivery, classroom and smart cabinet set up, and escorting program participants to classrooms.
9. Assist with field trips and field work for program participants including making contacts, coordinating ground transportation, and trouble-shooting if any problems occur.
10. Provide administrative office support in correspondence including email, telephone communications, data entry and word processing as well as other office duties as assigned.
11. Assist in organizing welcome/farewell receptions and other events for international visitors and training delegations including gift preparation, room setup, and picture taking.
12. Assist in providing quality customer services for program participants.
13. Support IPA program marketing efforts and other operation as requested.

Education

High school degree or equivalent

Qualifications

1. Strong administrative and coordination skills.
2. Good oral and written communication skills.
3. Good interpersonal skills.
4. Ability to carry out tasks with minimal supervision.
5. Experience in a customer service environment.
6. Experience with the Microsoft Office Suite of products.

APPLICATION PROCEDURE:**Submit application and resume to:**

CSU Fullerton Auxiliary Services Corporation (ASC)
Human Resources Department
2600 E. Nutwood Ave., Suite 275
Fullerton, CA 92831

Fax to: 657- 278-1187

Email to: grusso@fullerton.edu

Applications can be picked up at the ASC Office or downloaded at www.csufasc.org.

APPLICATION DEADLINE:

Friday, December 23, 2009

ASC reserves the right to discontinue or modify any benefit offered by ASC

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