JOB DESCRIPTION

Administrative Support for Language and Professional Programs (LPP) - Entails working directly with clients, the administrative team, and other departments on campus. High level of language skills and communication needed with the public and with assisting instructors. Looking for a highly organized individual, who can articulate his/her preferred workstyle and can work in a dynamic setting. Duties include: the processing of applications, responding to written and verbal (by phone or in person) client inquiries, creating files and organizational systems, coordinating program evaluations, tracking the client calendar and other responsibilities. This position requires general computer proficiency and a high-level of comfort with the Microsoft Office suite. Federal Work Study Required.

Days per week: Monday-Friday

Hours per week: 10-15 hours

TO APPLY

Office: Language and Professional Programs

Supervisor Name: Rachel Vidmar Muradyan & Darius Ngo

Email resume to both rvidmar@miis.edu and dngo@miis.edu.