Summer Employment Opportunity

**Position Title**
Administrative Assistant

**Position Duration**
May 15 – August 10, 2018 *(start date flexible)*  
30 - 40 hours/week

**Compensation**
$13/hour

**Background**
The International Office coordinates short-term summer programs that provide targeted academic instruction, enhance English language abilities, improve cross-cultural understanding, offer networking opportunities, and foster the development of leadership skills for program participants. Each program is designed to equip students and professionals with tools to communicate effectively, build their skills set, and achieve their goals through academic instruction lead by world-class teaching and research faculty, combined with experiential learning content developed and implemented by experienced international program professionals.

**Responsibilities**
The Administrative Assistant (AA) will report directly to the assigned Program Lead and will provide administrative and program management support as needed. Key responsibilities of the AA will include overseeing the coordination of transportation for all program activities, organizing a weekend homestay experience for participants, processing program expense records, preparing weekly satisfaction surveys, planning cultural activity logistics, staffing program events and general office administration activities. This position requires a significant level of personal organization, independence, attention to detail, professional writing abilities, the ability to anticipate logistical obstacles, and attentiveness to the communication needs required to ensure smooth operation of the program. The AA should be flexible in assisting with urgent tasks outside of those listed above when needed.

This position is short-term and time-intensive. Please consider other academic responsibilities and employment commitments when applying.

**Requirements**
- Must have a valid Texas driver’s license (or be able to obtain one before program starts)  
- Must be able to work evening and weekend hours  
- Excellent interpersonal and professional communication skills  
- Excellent organizational and writing skills  
- Work well independently and with teams  
- Demonstrated leadership experience in a cross cultural context  
- Interest or experience in event management preferred

**How to Apply**
- Please send cover letter and resume to cip@austin.utexas.edu by April 20, 2018.