



Administrative Assistant/Vice President for International Affairs

Job Description

DIVISION/DEPARTMENT: Finance

DATE TO BE FILLED: Immediately

SALARY: Commensurate with Experience

SUMMARY

Under general direction, the Administrative Assistant provides general administrative assistance to the Vice President in the areas of international office logistical ombudsman support such as financial and budget activity, student data collection, analysis and reporting, and general business matters. The incumbent coordinates calendar and meeting schedules, international travel support, prepares correspondence, responds to inquiries as appropriate on behalf of the vice president, collects international enrollment management reports, and provides special projects support for the VP. Coordinates scheduling and calendar management; creation of presentation materials; general organizational assistance, preparation of correspondence and special projects as assigned. Manage the VP's external meeting calendar, which includes his overseas meetings, media requests and appearances, and general appointments. Processes departmental expenditures and encumbrances, vendor invoices, staff reimbursements, and revenue. Excellent writing and cross-cultural communication skills are highly desirable. Ability to understand federal regulations governing non-immigrant visa holders. Willingness to work occasionally in the evenings/weekends during peak or emergencies. On-job training will be provided for the right candidate in a welcoming, jovial work environment.

QUALIFICATIONS

- Bachelor's degree in a field related to international business, MBA or Master's in ESL or related field is preferred. Must possess advanced knowledge/skills with the Microsoft suite of Office products, database software, and scheduling/organizing software; and must have exceptional customer services skills.
- Exceptional interpersonal and communication skills, and a collegial and professional attitude.
- Proactive and discreet individual with good judgment.

MAJOR RESPONSIBILITIES

- These responsibilities include setting and confirming appointments; requesting materials; making all international travel and lodging reservations for locals, preparing detailed domestic & international travel itineraries; and managing receipts and reimbursements for overseas commitments.
- Greet and announce appointments to the VP, making guests feel welcome. Professionally answering the phone for the VP's Office, as well as placing calls for him and setting up conference calls.
- This job requires a diplomatic, dependable, punctual person with organizational skills and attention to detail, the ability to multi-task in a demanding, fast-paced environment; and open-mindedness & flexibility to serve with alacrity in a cross-culturally sensitive environment.
- The candidate must have adequate knowledge of international office practices as well as the ability to work independently with possible frequent student interruptions.

ADDITIONAL RESPONSIBILITIES

- Coordinating departmental document retention, retrieval, and disposal according to policies;
- Responding to inquiries regarding campus internationalization policies and procedures involving appropriate staff as required.
- Communicating important notices and announcements to students and staff.
- Advising CIAP personnel in the use of proper procedures regarding expenses and transactions.
- Coordinating with external vendors for pricing, ordering, delivery, and ongoing services
- Coordinating the VP's special events, including management of orientation events, airport pick-up coordination, and hosting of VIPs and foreign dignitaries on behalf of the VP for International affairs
- Providing administrative support and coverage as needed and acting as a point of contact for inquiries concerning the VP.

ADDITIONAL RESPONSIBILITIES CONT'D

- Assists the VP with all aspects of planning prior to each event. That includes logistics and coordination of international student programming.
- Serves as an ombudsperson to the VP for international admission processing and assists applicants and participants via telephone, electronic media, and email throughout the application process, acceptance, and orientation preparation.
- Maintain university compliance with SEVIS regulations by ensuring timely and accurate processing of admission & immigration documents.
- Assists with coordinating and monitoring the Center's budget, processing invoices, and preparing budget projections and presentations.
- Performs other duties that may be assigned from time to time by the VP.

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff, and students have diverse social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN, with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill," the campus and historic town provide the perfect backdrop for fulfillment of the mission to equip and inspire students for excellence and service in their communities and throughout the world.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

TO APPLY

Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to careers@rustcollege.edu.

(Please put the job title in the subject line; you may attach your materials as Word or PDF documents).

Mrs. Angela Williams, Associate VP for Human Resources
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date:

Open Until Qualified Applicant is Found

Posting Date:

7/2024