

San Diego State University

International Student Center

ISC Student Assistant

Position Information:

Job Title: ISC Student Assistant – General Application

Department: International Student Center

General Description:

Being a student assistant at the ISC also means helping with new student orientation at the beginning of each semester and other events at the center. Other duties include filing, copying, data entry, large mailings, typing, using the computer, and many other miscellaneous tasks.

Selected applicant will be provided with official training.

Requirements of Applicants:

- Responsible and trustworthy
- Attention to Detail and Organization
- Excellent Communication Skills especially with people of other cultures
- Customer Service Mentality
- Patience in helping others with sometimes very detailed problems
- Previous Office Experience

Minimum Qualifications: Must be enrolled as a full-time student in a San Diego State University program

Preferred Qualifications: Undergraduate student level, with minimum of 1 year remaining in coursework.

Work Hours: Flexible, 8:00am - 4:30pm

Compensation: To be determined by student's prior experience

APPLICATION PROCESS

Complete the application below. Deliver in person to the International Student Center reception desk.

DATE _____

INTERNATIONAL STUDENT CENTER APPLICATION FOR EMPLOYMENT
ISC Student Assistant – Passport Office

Are you eligible for Federal Work Study? ___ Yes ___ No **Please attach a copy of your FWS award, if applicable.**

Last Name _____ First Name _____ MI _____ Red ID# _____

Address _____

Daytime Phone _____ Message Phone _____ Email _____

Year in School _____ Major _____ GPA _____

Country of Citizenship: _____ Languages Spoken _____

International Experience: Travel _____ Study _____ Location(s) _____

Work Experience

Organization _____ Job Title _____ Dates _____

Duties:

Supervisor Name: _____ Title: _____ Phone: _____

Organization _____ Job Title _____ Dates _____

Duties:

Supervisor Name: _____ Title: _____ Phone: _____

SHORT ESSAY STATEMENT:

1. Please indicate why you want to be a part of the International Student Team.
2. Please describe a specific instance when you had difficulty dealing with someone from a culture other than your own and what you did to deal with the situation.
3. Please describe a specific example demonstrating your customer service?
4. Describe how you give attention to detail and are responsible.

PLEASE ATTACH your resume, federal work study award from AidLink, and class schedule in timetable format from WebPortal. Incomplete applications will not be considered.