



ANNA MARIA
COLLEGE

Anna Maria College On-Campus Non-FWS

50 Sunset Ln.

Paxton, MA 01612

Department/Location:	International Student Services- Foundress Hall
Supervisor:	John Hamel
Supervisor Preferred Contact Information:	jhamel@annamaria.edu
Position Title/Classification:	International Specialist
Positions Available:	1-2
Hourly Wage:	\$15
Job Description:	The Office Assistant will assist in the daily operations of the International Student Services department including communications, record keeping, and directly assisting students.
Duties Performed:	<ul style="list-style-type: none">• Assist Office staff with record audits, phone calls, data entry and assorted job tasks as requested.• Assist with tracking and electronic filing of international documents for F, and J visa students and faculty as needed for compliance and other related SEVIS issues.• Assist new graduate and undergraduate student applicants and enrolling students with information about the college. Assist at key meetings for international students including information session panels, open house events, orientation and arrival meetings.• Assist with outreach to international students via email and text as needed.
Specific Qualifications:	None
Hours/Week:	Varied
Special Application Instructions:	Contact John Hamel to set up interview.

Dates of Employment (check one):

Full Academic Year



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Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: