Interim OIS Office Assistant

Job Summary/Basic Function:
Perform general front desk reception duties. Tasks including greeting and assisting students and visitors; answering a multi-line phone system; making appointments and responds to emails; processing document and letter requests. Assist OIS with orientation and additional duties will be assigned as needed.

Minimum Qualifications:
- Current TC graduate student, knowledge of TC campus and culture.
- Ability to comfortably interact with diverse populations.
- Must be able to abide by the Student Confidentiality Agreement.
- Must be able to abide by the Student Privacy Requirements.
- Experience with Microsoft Word, Excel, Power Point.

Preferred Qualifications:
- Excellent cross-cultural communication skills, flexibility
- Substantial international experience, interest in international educational exchange as a profession;
- Comfortable working in a fast-paced environment.
- Organized and detail oriented, previous experience in higher education institution preferred, programming experience preferred.

To apply please email your cover letter and resume to Samantha Lu at tcintl@tc.columbia.edu

Must be available to work summer and fall 17

Deadline to apply is March 1st.