



Job Title:	Program Assistant	Hours:	15-20 hours/week
Department:	Administration	Hourly Rate:	\$9.00/hour
Supervisor:	Registrar	Financial Aid Eligible?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Overview:

The International Student Services (ISS) and the Registrar Program Assistant will provide day-to-day administrative and operational activities for the ISS and Registrar Office. This position will typically divide time between the two departments as needed.

Responsibilities:

International Student Services:

- Perform typical administrative functions answering phone calls, email, and questions, receiving, and providing paperwork, and responding to customer needs
- Assist with the office filing system by maintaining a filing system for official documents and records
- Create student file folders and ensure all relevant documentation is printed and enclosed and uploaded to appropriate electronic systems accordingly
- Participate in the planning and implementation of special events
- Assist in a variety of department operations; perform special projects
- Other duties as assigned

Registrar's Office

- Assist with regular university-level reporting both internally and externally.
- Assist with preparing and mailing/shipping transcripts and diplomas
- Conducts education/degree verification for alumni
- Ensure internal, legal, and ethical compliance with all academic records.
- Assist in maintaining accurate and timely student status changes to ensure that the student information system is fully up to date.
- Assist with the grade entry/approval process and ensures that the student information system is up to date upon term completion.
- Assist with scheduling and distributing class schedules, creating door signs, etc.
- Assist with entering and reviewing Satisfactory Academic Progress (SAP) spreadsheet/status every semester
- Assist with the preparation and distribution of daily Last Day of Attendance (LDA) reports
- Assist with creating official letters such as Request for Evidence (RFE) letters, status letters, etc.
- Assist with entering and setting new students in the Student Information System
- Assist with processing Diploma/certificates and diploma replacement orders
- Assist with reviewing student files for any possible audits
- Other duties as assigned

Job Qualifications:

- Currently enrolled at FXUA
- Working knowledge of Word, Excel, and PowerPoint.
- Good time management
- Ability to provide excellent customer service
- Adhere to confidentiality policies
- Strong work ethic
- Excellent oral and written communication skills
- Ability to work independently as well as collaboratively with other team members
- Strong work ethic and integrity

We are committed to being an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.