



Executive Assistant to the Vice President for International Affairs

Job Description

DIVISION/DEPARTMENT: International Affairs

DATE TO BE FILLED: Immediately

SALARY: Commensurate with Experience

SUMMARY

Come and join a thriving International Center that plans to bring 500 new international students to campus to create global diversity on campus. Under general direction, the incumbent supports the VP in the areas of international office coordination, financial and budget activity, international student admission processing, student services & data collection, analysis and reporting, and confidential business matters. This job requires organizational skills and attention to detail, the ability to multi-task in a demanding, fast-paced environment, and must conduct international relations with diplomacy, tactfulness, and flexibility. Manages the VP's external & internal meeting calendar, which includes his overseas meetings, and other college-related external appointments with VIP personalities like prime ministers and diplomats. Processes departmental expenditures, vendor invoices, staff reimbursements, and revenue; facilitates CIAP's expenditures, and encumbrances. Coordinate our agency relationships and logistics globally and track and process invoices according to procedures. The incumbent coordinates correspondence and presentation materials, responds to inquiries as appropriate on behalf of the VP, maintains the International Center's financial records, processes financial activity and budgets, prepares statistical reports, and provides support on special international affairs projects for the VP. Greet and announce appointments to the VP, making guests feel welcome. Professionally answers the phone for the VP's Office, as well as places calls and set up conference calls. The required candidate should be able to conduct proper follow-up on behalf of the VP.

QUALIFICATIONS

- Bachelor's degree in a field related to international business,
- MBA, Master's in Linguistics, law, psychology, or related field is strongly preferred. Must possess advanced knowledge/skills with the Microsoft suite of Office products including Word, Excel, PowerPoint, and database software.
- Exceptional interpersonal and communication skills, and a collegial and professional attitude.
- Proactive and discreet individual with good judgment

RESPONSIBILITIES

- Coordinating departmental document retention, retrieval, and disposal according to college 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 on the use of proper procedures regarding expenses and transactions.
- Coordinating with College Services and external vendors for pricing, ordering, delivery of ongoing service, and others as requested by the VP.
- Coordinating VP's special events, including management of orientation events, airport pick-ups, and hosting of VIPs and foreign dignitaries on behalf of the VP.
- Providing administrative support and coverage as needed and acting as a point of contact for inquiries concerning the VP.
- Assisting the VP with all aspects of planning prior to each event. That includes logistics and coordination of international student programming.
- Serving as an ombudsperson to the VP and point of communication for international admission processing, and local and foreign officials and assisting applicants and participants via telephone and email throughout the application process, acceptance, and event preparation.

RESPONSIBILITIES Continued

- Performing research and compiling data on matters related to international programs as requested by the VP.
- Assisting with admissions processing and other administrative tasks such as drafting office correspondence and researching, preparing reports, handling various types of applications, and orienting and debriefing students and faculty.
- Performing 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 are comprised of 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:

mlamadanie@rustcollege.edu.

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

Mahmoud Lamadanie
Vice President for International Affairs
Rust College
150 Rust Avenue
Holly Springs, MS 38635