



INTERNATIONAL STUDENT EXCHANGE PROGRAM

Position:

Program Assistant

Serves as a member of the Programs Team. Provides administrative support for the student placement process and program implementation, including data entry, file management, and processing and mailing of application and other program-related materials. Additional duties include one or more of the following responsibilities: management of transcripts, assistance with J-1 Visa and SEVIS Administration, coordination of scholarships, and recording of TOEFL scores.

This entry-level position serves as an excellent opportunity to learn basic issues and procedures related to international educational exchange administration.

Salary:

\$30,000

Application Deadline:

June 5, 2009

Starting Date:

Late June/Early July 2009

Qualifications:

Required:

- BA/BS degree
- One year experience working in an international organization and/or higher education office
- Study abroad experience
- Excellent communication and interpersonal skills
- Ability to handle multiple projects with considerable detail
- Be a team player as well as work independently and take initiative in solving problems
- Have authorization to work in the USA

Preferred:

- Working knowledge of Microsoft Access and Excel
- Proficiency in a foreign language, preferably *Spanish*

Founded in 1979, ISEP is a nonprofit membership organization of 290 institutions of higher education located throughout the United States and in 40 other countries. ISEP members are regionally accredited (U.S. institutions) or recognized by their government or ministry of education (non-U.S. institutions). ISEP is governed by a Board of Directors, administered by a central office in Washington, D.C., and supported by member fees and fees for services. The total number of ISEP participants to-date exceeds 31,000.

ISEP is an EEO/AA employer

Fax or e-mail cover letter and resume to:

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NO PHONE CALLS PLEASE