

Student Services Assistant

Suffolk University

Suffolk University, located in historic downtown Boston, with an international campus in Madrid, is a student-centered institution distinguished by excellence in education and scholarship. [Suffolk University](#) offers a wide range of undergraduate and graduate programs in more than 90 areas of study. Its mission is to empower graduates to be successful locally, regionally and globally.

Company background

INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment in which to acclimate to life on a US university campus and prepare for long-term academic success. Since 2006, INTO has launched partnerships to internationalize 24 universities in the US, UK, and Asia, including Oregon State University, University of South Florida, Colorado State University, George Mason University, Drew University, Saint Louis University, The University of Alabama at Birmingham, Washington State University and Suffolk University.

Reporting line

This position reports directly to the Director of Student Experience at INTO Suffolk University.

Job overview

The Student Services Assistant position is based at the INTO Suffolk and will provide administrative and customer service support to INTO Suffolk students, faculty, staff, and guests. This position will support other areas of student services by staffing trips and activities, assisting with orientation and working on initiatives that support student success and well-being. This is a part-time position.

- Assist in planning, promoting, and facilitating online, on- and off-campus trips and activities that promote the social, personal, and academic well-being of INTO Suffolk students
- Co-manage the INTO Peer Leadership Council student leadership group through meeting and event creation and management
- Support in the planning and implementation of new student orientation including, but not limited to: preparing materials, liaising orientation volunteers, and staffing social activities
- Assist with new student arrivals and housing check-in by greeting students at Boston Logan Airport and helping them check-in to their residence halls on campus
- Assist other INTO Suffolk staff as requested
- Other duties as assigned

Location

This position is based at Suffolk University in Boston, MA.

Qualifications and Experience

Required Qualifications

- The ability to help others from diverse cultures who have various levels of English proficiency
- Proficient in MS Office Suite including Word, Excel ,and Outlook
- Passion for working with and helping international students



- The ability to work in a fast-paced environment
- Willingness to work on nights and weekends
- Demonstrated ability working as a productive member of a team
- Exceptional customer service skills
- Demonstrable commitment to promoting and enhancing diversity
- Applicants must pass a background check, and have the ability to be legally employed in the US

Preferred Qualifications

- Experience with foreign languages and culture
- Demonstrated effectiveness in student programming/activities, particularly in a higher education context
- Proficient in another language

Hours

This is a part-time position between 10 to 20 hours per week.

Hours will vary and candidates will be expected to be available to work nights, weekends, and academic school breaks (i.e. orientation week).

How to apply

To be considered for this position, please click the following link to submit your CV/Resume:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&cclid=19000101_000001&jobId=398588&source=CC2&lang=en_US

Application Deadline: For full consideration, please apply by January 4, 2021.

INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. INTO University Partnerships complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.