



INTERNATIONAL UNIVERSITY COUNSELING OFFICE
ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION:

- Supporting International University Counselor and Junior University Counselor as needed
- Supporting Turkish University Counselor during June and July
- Managing Calendar
- Composing communication e-mails
- Handling Phone and e-mail correspondence with parents and students
- Managing mailings
- Responsible for uploading and data entry for IUC Office data platform
- Responsible for updating IUC Office data platform
- Helping with organizing IUC Events
- Photocopying and computer processing (Applications, Word, PowerPoint, Excel, Data)
- Providing proper documents to students and parents as needed
- Preparing student files
- Acting as first point of contact for IUC Office
- Distributing materials to students as needed
- Assisting with Transcript Request processes
- Working with other ACI departments as needed

A strong candidate will exhibit the following expected characteristics and qualities:

- University graduate
- Highly skilled in written and spoken English
- Energetic, flexible, and proactive
- Open to learning new areas
- Excited to be in a fast-paced environment
- Enjoys working with students and in a team
- Excellent multi-tasking, problem-solving, and time-management skills
- Excellent computer skills
- Comfortable in interacting with a wide variety of people
- Willingness to grow as the position grows