

JOB BULLETIN: 08/24/2009

ORGANIZATION NAME: Lamar University Dept Of Graduate Studies & Research

Job ID: 5522 **Job Title:** Student Assistant, International Recruiting

Job Location: Lamar University, on campus (Beaumont)

Employment Date(s): 9-1-09 to

Work Schedule: flexible

of Openings: 1

Salary: 8.00/hour

Hours Per Week: 15

Position Type: Graduate Assistant, Student Assistant, Work Study

JOB DESCRIPTION

Student assistant needed for international student recruitment. If you are interested in or majoring in Marketing, Communications, or English this would be a great position for you. The incumbent will answer potential student inquiries via email, coordinate mailings of promotional materials, assist in database management, assist in managing a regular schedule of promotional emails, and other duties as needed.

QUALIFICATIONS

The applicant must have great communication skills, must be able to write clearly and concisely for an international audience. The applicant must be proficient in Excel and have some knowledge of Access. The applicant must be a self-motivated, dependable person. Juniors, Seniors and Graduate students are preferred.

REQUIREMENTS

Major(s):

Citizenship: No

Classification: Graduate Student, Junior, Senior

APPLICATION INSTRUCTIONS

Please submit your resume and a short cover letter explaining why you believe you would do well in this position. Send to: international.recruiter@lamar.edu

APPLICATION DEADLINE: 09/22/2009