

**UNIVERSITY OF CALIFORNIA**  
**\_\_\_\_\_ STUDY CENTER**  
**JOB DESCRIPTION (SAMPLE)**

1. EMPLOYEE NAME	2. CURRENT TITLE Administrative Assistant
3. SUPERVISOR NAME	4. SUPERVISOR TITLE Study Center Director
5. COUNTRY	6. STUDY CENTER

**7. GENERAL SUMMARY OF DUTIES AND RESPONSIBILITIES**

Under the direction and supervision of Study Center Director, employee performs specified administrative services, including general secretarial duties, maintenance of Study Center budget and equipment, interacting with host universities, providing support services for EAP students, and processing academic records and forms. May be called upon to perform public relations obligations on behalf of the program, or to help organize and arrange student activities.

**JOB DUTIES**

PERCENT OF TIME	JOB DUTIES
<b>20%</b>	<p><b><u>ADMINISTRATIVE SERVICES</u></b></p> <p>Maintain regular office hours. Receive visitors to the Study Center. Manage incoming telephone inquiries and electronic mail.</p> <p>Receive, distribute, and respond to general correspondence.</p> <p>Organize and maintain Study Center files, including student information and current inventory records of Study Center equipment, furnishings, and library purchases. Maintain Study Center's collection of books and other publications useful for student guidance on travel, lodging, and cultural activities.</p> <p>Photocopy and distribute materials for the office and students as necessary.</p> <p>Perform general administrative services throughout the academic year.</p> <p>Assist Study Center Director in scheduling meetings, maintaining calendar, and making travel arrangements as needed.</p> <p>Maintain Study Center equipment. Arrange for equipment repairs and/or recommend replacement. Maintain necessary levels of expendable supplies.</p> <p>Make arrangements for students to complete the EAP student questionnaire in a timely manner and ensure a high percentage of return.</p>

PERCENT OF TIME	JOB DUTIES
20%	<p><b><u>FINANCIAL SERVICES</u></b></p> <p>Maintain accurate office records of Study Center expenses.</p> <p>Prepare monthly expense reports for review and approval by Study Center Director. Submit timely expense reports to UOEAP according to UC accounting policies.</p> <p>Prepare quarterly UOEAP funding request in accordance with the approved Study Center budget, obtain approval by Study Center Director, and forward the request in a timely manner to UOEAP for funding.</p> <p>Assist the Study Center Director in the maintenance of cash and bank records and in communications with the Study Center's bank.</p> <p>Monitor expenses against budget and keep Study Center Director advised of significant deviations.</p> <p>Prepare checks in payment of official Study Center transactions as approved by Study Center Director, and in accordance with UOEAP policies.</p>
20%	<p><b><u>ACADEMIC SERVICES</u></b></p> <p>Gather general information and descriptions of course offerings in the host institutions and specific information on courses taken by EAP students.</p> <p>Maintain office academic records and input information to computer files.</p> <p>Prepare reports for review and signature by the Study Center Director and as requested by UOEAP (i.e., course approval requests, study lists, grade reports, petitions).</p> <p>Supervise preparation of reciprocity applications by host country students. Review all applications for completeness. Assemble complete applications for Director's signature, and arrange their dispatch to UOEAP. Design and maintain a reciprocity manual for use by host country universities.</p> <p>Perform public relations obligations within and outside the host university for the benefit of the program.</p>
40%	<p><b><u>STUDENT SERVICES</u></b></p> <p>Provide assistance to Study Center Director in the planning and implementation of student orientations upon arrival and as needed during the year. Provide students with information to help in their adjustment to the new social, cultural, and academic environment, and provide logistical assistance as needed for incoming students.</p> <p>Assist in planning official group activities (field trips, cultural activities, lectures, etc.)</p> <p>Assist as needed with documentation and registration of students at the host institution and with governmental agencies within the host country. Intercede in resolving questions or problems that arise.</p> <p>Implement student housing arrangements in consultation with the Study Center Director, including recruiting, interviewing, visiting homes, and selecting suitable host families for students. Follow up to resolve placement or other issues as necessary (e.g. contract issues, payment matters, and relocation of students).</p> <p>Provide students with information on local medical care facilities, processing of insurance claims, and assist Study Center Director in cases of emergency.</p> <p>Assist Study Center Director and the appropriate offices of UOEAP in the distribution of student financial aid and related correspondence.</p> <p>Assist students as necessary in cashing financial aid checks at local banking institutions and/or establishing local bank accounts.</p>

SPECIAL CONDITIONS OF EMPLOYMENT (Licenses, certificates, credentials, bondability, altered work schedules, furloughs, travel, etc.)

Must communicate effectively in English, both orally and in writing.

EMPLOYEE SIGNATURE	DATE	SUPERVISOR SIGNATURE	DATE
STUDY CENTER DIRECTOR	DATE	REGIONAL DIRECTOR	DATE