

Job Description for ITS Chinese Department Administrative Assistant

1. Responsibilities:

As the Administrative Assistant to the Dean of the Chinese Department, you will play a crucial role in facilitating departmental operations and supporting student needs. Your responsibilities encompass:

- a. Guiding prospective students through the admissions process, offering assistance and clarifications as needed.
- b. Providing orientation and guidance to new students on navigating Populi, our online learning management system.
- c. Monitoring student performance records, ensuring timely submission of assignments, and maintaining accurate grade records.
- d. Assisting graduating students with the completion of necessary graduation procedures, meticulously reviewing documentation, and liaising with relevant departments for submission.
- e. Serving as a proficient Chinese translator for the seminary's journal publications and newsletters.
- f. Engaging in the promotion of the Chinese department across various social media platforms, including Facebook, and ensuring their active maintenance.

2. Working Relationships:

- a. Reporting directly to the Dean of the Chinese Department, you will work closely with them to fulfill administrative objectives.
- b. Collaborating with other members of the ITS staff to foster a cohesive work environment and achieve organizational goals.

3. Qualifications:

To excel in this role, you should possess the following qualifications:

- Bachelor's degree required.
- Ability to collaborate effectively with diverse constituencies and across cultural boundaries.
- Proficiency in both written and oral communication in Mandarin and English.
- Competency in computer skills, including MS Word, Excel, and other relevant software.
- Demonstrated experience in managing social media platforms.

Hours: 15 hours per week

Workplace: Primarily online, with on-site presence as needed.

Compensation: Commensurate with experience and qualifications.

Interested candidates are invited to submit a resume to jobs@itsla.edu.