

ESL JOB DESCRIPTION: MANAGER OF INFORMATION ASSISTANT

PURPOSE: Support the varied activities of the ESL Mission by collecting daily on-site tasks associated with attendance and processing of completed registrations.

REPORTS TO: ESL Manager of Information

TIME COMMITMENT: 3 hours on campus weekly.

LENGTH OF APPOINTMENT: One year or as long as this is a Right Place of Service

QUALIFICATIONS: A person in this position must exhibit a genuine love for Jesus Christ, have a heart for missions, and be comfortable meeting and talking to internationals. Must see all individuals as equal and created in the image of God. Should possess technology knowledge sufficient for handling documents and be comfortable using Windows-based equipment and peripherals.

KEY RESPONSIBILITIES:

- Set up computer equipment and peripherals prior to participant arrivals.
- Greet and check in all arrivals.
- Respond to requests for printing of documents from Google apps.
- Direct new students to the registration area with a printed copy of online pre-registration if one exists.
- Scan copies of new student registration documents and any other paper documents such as requests for reimbursements and faith discussion write ups.