IMMEDIATE JOB POSITIONS AVAILABLE

ENGLISH & CERTIFICATES FOR INTERNATIONALS
UNIVERSITY OF CALIFORNIA, IRVINE EXTENSION

February 2009

The English & Certificate’s for Internationals (ECI) department of UC Irvine Extension provides international students and professionals the opportunity to study in English language programs, post-baccalaureate Certificate programs, and custom-designed group programs. Fieldtrips, cultural and social activities are also offered to enhance the student’s academic experience in the United States.

There are several positions open within the department including conversation partners and general assistants.

**Conversation Partners:** We’re looking for outgoing, interactive, and energetic individuals who are open to different cultures. Must be a native or near-native English-language speaker. Choose one of 3 great programs, which start in early February. Could include free trips to Laguna Beach, sports days, lunch and individual activities. Conversation partners work with Japanese ESL students improve their conversational English skills and participate in their social activities to enhance their experience at UCI. If you’re interested please reply via e-mail or phone to set up an appointment with Michelle Rene Ryan at maryan@uci.edu or (949) 824-5681.

**Professional Programs General Assistant:** The general assistant will act as an ambassador to the office’s international student population, primarily responsible for assisting prospective and current students, as well as clients and their groups. Responsibilities may include promoting academic programs on Ring Road, answering student inquiries in-person, over the telephone and through e-mail, event planning, chaperoning groups to academic or social events, and general office duties (copying, filing, data entry, faxing, and, mailing).

Looking for a student with excellent interpersonal and communication skills to work effectively with UCI staff and their international clients and students. Ability to be patient and to work with a diverse population from many different countries and cultures. Excellent organizational skills to oversee and complete tasks with minimum supervision. Knowledge of computer applications such as Word, Excel, internet and e-mail. To apply, please contact Susan Padilha at spadilha@uci.edu or at (949) 824-4128.

**Professional Custom Design Program General Assistant:** The general assistant will act as an ambassador for the Professional Custom Design Program where international professionals attend short-term academic programs that include related business site visits, and cultural and social activities. Responsibilities include event planning, general office duties, chaperoning groups to academic or social events; preparing and assembling welcome packets for student arrivals; assisting students with questions/issues during the course of their programs; preparing accounting forms such as honorariums, single payment requests, etc.; running errands (UCI bookstore), etc.; being available at classrooms during sessions to assist with any issues.

Looking for a student who can commit to working 6-19.5 hours per week during the academic year and longer hours 20-40 hours per week in the summer months. Willingness to work week-ends and/or evenings as required (this would include accompanying some field trips) during the summer (parts of July and August). Must be pro-active, a self starter, flexible, and able to work well under pressure. Good written and verbal communication skills are essential. Strong leadership and maturity needed. Good "people" skills required. Attention to detail and excellent follow through skills. At least a year long commitment is preferred. To apply, please contact Michael Lyons at mflyons@uci.edu or at (949) 824-7664.