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International Student Services (ISS) is seeking an Office Associate. This position is responsible for all processes for international student services including but not limited to processing documents, data entry, answering the phone, assisting prospective and current students, and vetting, processing, and maintaining documents and student records as a Designated School Official (DSO). This position supports the ISA staff including but not limited to the Director of ISA, and the Associate Director of Graduate Programs. This position is part of the training and support team for satellite campus locations.

This position requires citizenship or status as a lawful permanent resident of the United States. A Bachelor's degree and office management experience is preferred but not required. Proficiency is required in Microsoft Office and Google Suites and experience with CNG and Banner preferred but not required.

Interested applicants should send resume, application, and letter of interest to: Human Resources, 210 Lindsey Wilson Street, Columbia, KY 42728, e-mail hr@lindsey.edu or via fax 270-384-7373. http://www.lindsey.edu/about-lwc/img/employment\_application.pdf.

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**GRADUATE ADMISSIONS OFFICE ASSOCIATE**

Lindsey Wilson College is seeking a Graduate Admissions (GA) Office Associate. The Graduate Admissions Office Associate is responsible for all student processes pertaining to this office. This position is part of the training and support team for satellite campus locations. Duties include responding to phone demands and face-to-face meetings professionally and promptly; evaluating, processing, and maintaining perspective and admitted student documents; preparing and maintaining complete and accurate records in all systems in a timely manner; creating and maintaining records in internal and external systems; managing the Graduate Admissions office, including mail, supplies, and other functions; providing administrative support to GA staff and Director of ISA and others as needed.

To perform the job successfully, an individual should have excellent interpersonal and communication skills including with individuals from diverse backgrounds; excellent organizational skills; be detail-oriented; a self-starter who works well both independently and collaboratively; strong problem-solving skills; and a strong work ethic.

The ideal candidate would have a Bachelor's degree and office management experience (preferred but not required), and experience with Microsoft Excel and Word, and Google Sheets, Docs, and Folders.

Interested applicants should send a cover letter, resume, and application to hr@lindsey.edu.

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