

# **Sul Ross State University**

## **Position Description**

**Official Title:** International Relations Liaison    **Salary Group:** RC, 11    **Job Code:** 4033

### **Summary**

**Function:** Provides skilled assistance to the Director of International Studies.

**Scope:** Work in Asia with University partners.

### **Duties**

**Essential:** Manage existing MOUs and agreements; coordinate with directors to negotiate new MOUs; student recruitment, include admissions and visa advising to potential students in Asia; explore the possibilities of attending college fairs as University representative in Asia; communicate with Director of International Studies to coordinate partnerships, recruitment, and other International programs; maintain and update office web page; translate documents when needed

### **Supervision**

**Received:** General instructions and work periodically reviewed by department head.

**Given:** None.

### **Education**

**Required:** High school graduate or equivalent with business courses.

**Preferred:** College or business school courses.

### **Experience**

**Required:** Three years administrative experience or combination of experience and/or training.

**Preferred:** More than three years experience, with part at SRSU or other related experience.

### **Equipment/Skills**

**Required:** Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Preferred:** Work organization and office management principles and practices; principles and practices used to establish and maintain files and information retrieval systems; principles and techniques used in public relations; interpersonal skills using tact, patience, and courtesy; English usage, grammar, spelling, punctuation, and vocabulary.

### **Working Conditions**

**Usual:** Office conditions; standard hours. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: July 2019