Peer Advisor Job Description

Academic Year 2012-2013

Requirements: Applicants are required to:

- Be a matriculated U of U student at the time of application and for the duration of employment
- Have participated in a study abroad program (U of U or Non-U of U)
- Possess basic computer skills including but not limited to: word processing, e-mail, and Excel.
- Commit to a minimum of 2 semesters of employment
- Be willing to work occasional evenings and weekends
- Enjoy working in a team environment
- Demonstrate excellent presentation and writing skills

Applicants are encouraged to show:

- Enthusiasm towards study abroad
- Experience with public speaking
- Experience student advising / mentoring
- Knowledge of world geography, languages, religions, and political systems
- Technology skills pertaining to website development or videography (not required to apply)

Responsibilities: Advisors will be expected to:

- Be available in the Lobby to advise students during scheduled office hours.
- Offer a student perspective regarding office services.
- Maintain a professional appearance while representing the Office while scheduled in the Lobby or at outside events.
- Represent the office in various forms of the media (radio, television, print).
- Be available to assist in various recruitment projects such as posting flyers throughout campus as well as staffing booths at university events.
- Give presentations in classrooms, meetings, orientations and other events.
- Assist with clerical tasks as assigned (mailings, copies, phones, etc.).
- Be an asset to the study abroad team.
- Assist office staff with large scale projects, presentations, and planning.
Benefits and Qualitative Gains:
Students will leave this job with:

- Better communication and public speaking skills
- Team-building skills
- Greater self awareness/knowledge (values, interests, goals)
- Increased problem solving abilities
- Chances to share enthusiasm for international education and overseas experiences
- Leadership and management experience
- Professional development opportunities

Selection/Schedule: Positions are available for the academic year and the summer. The Peer Advisors will be supervised by the Associate Director of Study Abroad. Students must be able to work approximately 10-12 hours per week during normal office hours in addition to evening and weekend events.

Application Process: Application forms are available in January. Students who studied abroad in the previous 4 semesters will receive an e-mail announcing that applications have been posted to our website. Written applications are due in room 159 of the Union by the deadline printed on the form. Follow up interviews are scheduled shortly after the deadline. Be aware that Peer Advisor positions are competitive. Take the time to fill out the application conscientiously and thoroughly. In a typical year, we receive 20 applications for 4-5 positions. The number of positions available varies from year to year.