Portland State University is seeking recently returned study abroad students and international interns for the position of Education Abroad Peer Advisor for the 2016-2017 academic year.

Peer Advisors are the first contact point for PSU students interested in studying or interning abroad. They also promote study abroad programs to a variety of PSU campus organizations. Peer Advisors should be ready to use personal experiences abroad to encourage future study abroad participants.

Acting as a Peer Advisor will provide students the opportunity to develop skills in public speaking, research, cross-cultural communication, public relations, and marketing. Peer Advisors will also gain knowledge and experience in international education and student advising.

We anticipate this being a 6 - 8 hour-a-week commitment, over the course of an academic year. This position will be compensated and is an hourly position which requires submission of a monthly time sheet. You will be paid either with federal work-study funding (if you have been awarded FWS) or with a regular hourly wage. Peer Advisor schedules can be organized around class schedules, but are expected to be adhered to.

Responsibilities:

- Promote study abroad to a range of students and groups (example: short class presentations, tabling on campus, etc.)
- Provide initial advising: Peer Advisors hold advising hours throughout the week and meet with PSU students interested in studying or interning abroad in one-on-one or group settings. This advising process includes but is not limited to:
  - Providing general information regarding study abroad programs and international internships.
  - Explaining the study abroad application process (specifically related to the VikingsAbroad online application portal).
  - Providing information on scholarships and other funding opportunities.
  - Referring students to the appropriate staff or faculty member for more information.
- Lead Ed Abroad 101 sessions
- Assist with pre-departure orientations, as needed
- Answer emails on behalf of the Education Abroad office
- Assist Education Abroad office staff in various administrative tasks and projects as requested
  - Projects may include any of the following:
    - Assisting in coordinating Education Abroad Fairs
• Special Programs – design and market programming across campus (especially in student housing or as a part of campus-wide initiatives)
• Assisting with Social Media, and other marketing tasks (Twitter, Instagram, Facebook, etc.)

Requirements:
• Experience studying or interning abroad. Preference given to students who participated in PSU-approved Education Abroad programs in the most recent academic year.
• Demonstrated passion for study abroad and the ability to communicate why study abroad is a vital aspect of higher education.
• Currently enrolled at Portland State University.
• Able to attend mandatory training sessions.
• Willingness to share personal study abroad experiences and to provide advice to other PSU students.
• Strong public speaking skills.
• Ability to work independently as well as collaboratively.
• Ability to maintain confidential student information.
• Willingness to work odd or changing hours, and commit to the pre-set hours. Some evenings or weekend work may be required.
• Commitment to work a full academic year.

Preferred Qualifications:
• Experience volunteering or working with the Education Abroad office. Preference given to those who have volunteered for at least one term as a Volunteer in the PSU Education Abroad office.
• Federal Work Study award

Required Documents
Please submit your application online, by completing this form. In addition to submitting your online application, please email a current copy of your resume to ayc@pdx.edu.

Application Deadline / Contact
Please submit both your online application and resume by Friday, July 15 at 5pm to Alyse Collins at ayc@pdx.edu. (You should be available to interview and participate in training, if selected, sometime during late August/early September).