Portland State University is seeking recently returned study abroad students and international interns for the position of *Education Abroad Peer Advising Volunteer/Intern* for the 2014-15 academic year.

Peer Advising Volunteers/Interns assist Peer Advisors as the first contact point for PSU students interested in studying or interning abroad. As a team, they help promote study abroad programs to a variety of PSU campus organizations. Peer Advising Volunteers/Interns should be ready to use personal experiences abroad to encourage future study abroad participants. While the role of the Volunteer/Intern will be primarily as advisors, they will also assist Peer Advisors on specific outreach, programming, and event planning projects. *Serving as a Peer Advising Volunteer/Intern is a pre-requisite to becoming a Peer Advisor.*

Acting as a Peer Advising Volunteer/Intern will provide students the opportunity to develop leadership skills, skills in public speaking, research, cross-cultural communication, public relations, and marketing. Peer Advising Volunteers/Interns will also gain knowledge and experience in international education and student advising, that will prepare you to become a Peer Advisor.

We anticipate this being a minimum four-hour-a-week commitment, over the course of an academic year. As a volunteer/intern, this is an unpaid position. Schedules can be organized around class schedules, but are expected to be adhered to.

**Responsibilities:**

- **Serve as general advising resource support:** Education Abroad will hold “drop-in” hours throughout the week and volunteers/interns will 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.
  - Providing information on scholarships and other funding opportunities.
  - Referring students to the appropriate staff or faculty member for more information.
- **Assist Peer Advisors in promoting study abroad to a range of students, faculty members, and groups (example short class presentations, tabling, etc.).**
- **Assist Peer Advisors on projects as requested.**
  - Projects include:
    - Coordinating Fall and Winter Education Abroad Fairs
    - Special Programs – design and market programming across campus (especially in student housing, or as part of campus-wide initiatives)
    - Outreach: Assist with Social Media, and other marketing initiatives.
Requirements:
- Experience studying or interning abroad. Preference given to students who participated in PSU-approved Education Abroad programs in the last two academic years.
- 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 volunteer odd or changing hours, and commit to the pre-set hours.
- Commitment to volunteer a full academic term.
- If interning, applicant must have an academic advisor willing to sign off on credit transfer.

Required Documents
Please submit a letter that expresses your interest in international education and being a Peer Advising Volunteer. Include answers to the following questions:

1. Why did you choose to study abroad?
   a. Why did you choose the area and program you did?
   b. What did you learn from your time abroad?
   c. What do you consider to be the value of study abroad?
   d. Would you be comfortable using personal experiences abroad (photos, journal entries, videos) to encourage others to participate in international programs?

2. Do you speak a second language? Please list all spoken languages and your proficiency level of each.

3. Why do you want to work with and promote study abroad and international programs?

4. What skills do you have that would make you successful in this position?

5. What do you hope to gain from this experience?

Application Deadline / Contact
Summer Applications (estimated start date: July 7):
Please submit your letter of interest by **Monday, June 16** at 5pm to Jen Hamlow jhamlow@pdx.edu (Students should be available to interview and for training if selected in late June).

Fall Applications: (estimated start date: September 22):
Please submit your letter of interest by **Tuesday, September 2** at 5pm to Jen Hamlow jhamlow@pdx.edu (Students should be available to interview and for training if selected prior to the start of the fall term).