PEER ADVISOR POSITION DESCRIPTION
Portland State University
Office of Education Abroad

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

Peer Advisors are the first contact point for PSU students interested in studying or interning abroad. They help 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. They also provide leadership on projects for volunteers, mentoring advising volunteers, helping prepare them for their future advising roles.

Acting as a Peer Advisor will provide students the opportunity to develop leadership skills, 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 minimum 6-hour-a-week commitment, over the course of an academic year. This position will receive a small stipend per quarter. 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, faculty members, and groups, (example short class presentations, tabling, etc.).
- Provide initial advising: Peer Advisors (along with assistance from Volunteers/Interns) hold “drop-in” 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.
  - Providing information on scholarships and other funding opportunities.
  - Referring students to the appropriate staff or faculty member for more information.
- Assist with pre-departure orientations.
- Answer emails on behalf of the Education Abroad office.
- Assist Education Abroad office staff in various administrative tasks and take the lead on projects as requested (coordinating Volunteers/Interns to assist).
  - Projects include:
    - Coordinating Fall and Winter Education Abroad Fairs
    - Serving as Lead Advisor – coordinating schedules, training, etc.
    - Special Programs – design and market programming across campus (especially in student housing, or as part of campus-wide initiatives)
    - Outreach Coordinator: Assist with Social Media, and other marketing initiatives.
REQUIREMENTS:
• **Experience volunteering or working with the Education Abroad office**, preference given to those who have volunteered for at least one term as an Advising Volunteer/Intern.
• 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 work odd or changing hours, and commit to the pre-set hours.
• Commitment to work a full academic year.

REQUIRED DOCUMENTS
Please submit a letter that expresses your interest in international education and being a Peer Advisor. 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?

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