Peer Advisor Job Description
Student Information Department

The Peer Advisor Position is a part-time position serving as the first contact person for interested students, parents, or university staff. Peer Advisors assist students with pre-departure and visa questions, edit documents, do data entry, and other tasks as assigned. Each Peer Advisor works closely with a Program Advisor. The ideal candidate will have good computer skills, time management, and experience with Microsoft Office (especially Word), be friendly, helpful and willing to learn and tackle new challenges in a busy work environment.

RESPONSIBILITIES

1. General reception duties
2. Enthusiastically and accurately provide information about USAC and the study abroad process to students, parents, and university staff
3. Perform the following tasks:
   - Data entry
   - Editing documents
   - Maintaining accurate student records
   - Communicating with students about their pre-departure process
   - Mailing materials to study abroad students
   - Assisting at USAC events with outreach activities, assistance with the study abroad process, or alumni activities
   - Working on other projects as assigned

REQUIREMENTS

1. Completed a USAC program
2. Available to work 19-20 hours a week. There may be occasional evening hours
3. Advanced level of written and oral communication skills
4. Has attention to detail
5. Detail orientated and well organized
6. Ability to work as part of a team
7. Patience for helping students in clarifying needs, helping them find their best interests, providing capacities and resources in order to help them make informed choices and decisions about available study abroad opportunities

BENEFITS

1. Develop skills in a professional office environment
2. Use the knowledge of international matters and cross-cultural communication acquired from your own study abroad experience
3. Obtain training in the field of international education and advisement.
4. Enhance leadership, teamwork, and communication skills
5. Experience working in an exciting, challenging, and rewarding job in a fast paced, cross cultural setting
6. Gain concrete, varied professional experience to enhance your resume

APPLICATION AND SELECTION PROCESS

Interested and eligible candidates should submit a resume, application, and schedule or availability as soon as possible at https://uscur.wufoo.com/forms/usac-application-for-employment/. Qualified candidates will be contacted for the interview process.