

PEER ADVISER APPLICATION

Thank you for your interest in becoming a Peer Adviser for the Office of Study Abroad (OSA). After reviewing the job description below, complete the application form and return it Kate Patch in room 108 of the International Center.

The deadline for applications is March 2, 2012 at 5:00 pm.

Requirements:

- Registered student at Michigan State University
- Participant in an university-level, credit-bearing study abroad program
- Strong communication and public speaking skills
- Computer skills including, but not limited to, word processing, e-mail, spreadsheets, and social media

Responsibilities:

- Be available in the Resource Room to advise students during scheduled office hours; advising can include guiding students through the application process, answering questions about scholarship information and financial aid, helping students find a program that suits their schedule, major, interests, etc.
- Offer a student perspective regarding office services and resources
- Be willing to discuss and reflect positively on your study abroad experiences
- Be an asset to the OSA team; assist office staff with large scale projects, presentations, and planning (Peer Advisers are expected to participate in various OSA projects such as marketing, workshop development, etc.)
- Be flexible and available to work events outside of the OSA Resource Room and outside of regular office hours
- Maintain a professional appearance while representing OSA while scheduled in the Resource Room or at outside events
- Represent the office in various forms of the media (radio, television, print, social media)
- Be available to assist in various recruitment projects such as posting flyers throughout campus, presenting to prospective study abroad students and their parents, and staffing tables at university events
- Be available to conduct general informational meetings organized by Residence Life, Admissions or other departments
- Assist with occasional clerical tasks as assigned (mailings, copies, answering phones, etc.)

BENEFITS OF PEER ADVISING...

Improved communication and public speaking skills

Team-building skills

Greater self-awareness/knowledge

Increased problem-solving and critical thinking abilities

Opportunities to share enthusiasm for international education and experiences abroad

Leadership and management experience

A professional network of international educators, organizations and institutions

A chance to network and work collaboratively with colleges, departments and units across campus

Expected Schedule

The Peer Adviser team is composed of 6-8 students and is supervised by an Office of Study Abroad Coordinator. Students must be able to work approximately of 8-12 hours per week during normal office hours (Monday through Friday, 9:00am-5:00pm), in addition to occasional evening and weekend events.

Compensation

Peer Advisers will be compensated \$8.24 with yearly wage increases available for good performance.

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PLEASE PRINT

Today's date: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Local phone: _____ Cell phone: _____

E-mail: _____ Hometown: _____

Major(s): _____

Minor/specialization(s): _____

Class standing: FR SO JR SR GR Expected date of graduation: _____

Study abroad program(s) in which you participated (include location and semester):

Previous Work Experience (brief overview):

Community or University Involvement (brief overview):

Briefly answer the questions on the next page and be sure to highlight the following:

- Knowledge of world geography, languages, religions, cultures, and political systems
- Experience in student advising or mentoring
- Experience with public speaking
- Technology skills pertaining to website development, videography or graphic design
- Enthusiasm for study abroad and international education
- Travel experience or global knowledge outside of their study abroad experience

1) Why do you want to be a Peer Adviser?

2) What skills will you bring to the position?

3) How did your study abroad experience(s) abroad change you?