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 Nick Schrader in room 108 of the International Center or send it via email to osapa@isp.msu.edu with “Peer Adviser Application” as the subject line.

The deadline for application is 5:00 pm on April 15, 2015 for positions beginning in fall 2015.

**REQUIREMENTS**

- Registered student at Michigan State University
- Participant in a university-level, credit-bearing study abroad program
- Strong communication and public speaking skills
- Basic computer skills including word processing, e-mail, and spreadsheets

**OVERALL RESPONSIBILITIES**

Advise students during walk-in hours at the Study Abroad Advising Center; advising includes:

- Helping students find a program that suits their schedule, major and interests, guiding students through the application process, answering questions about scholarship information and financial aid, etc.
- Offering a student perspective regarding study abroad services and resources at MSU
- Willingness to discuss and reflect positively on your study abroad experience

Work events outside of Advising Center hours

- Staffing resource tables at events
- Providing presentations to prospective study abroad students and/or their families
- Conducting informational meetings organized by Residence Life, Admissions or other departments
- Students must be flexible and available to work these events, including many evening activities

Assist with large-scale projects, presentations and events sponsored by the Office of Study Abroad

Maintain a professional appearance while representing OSA in:

- The Advising Center (this includes making sure the Center is clean and well-stocked with up-to-date information)
- On-campus and off-campus events, including the media (radio, television, print, social media)

Assist with clerical tasks (mailings, copies, answering phones, etc.) and conducting runs to other offices as needed
In addition to the overall responsibilities, Peer Advisers will also take-on specialized responsibilities in the following areas:

- Engaging with OSA social media
- Organizing outreach events
- Helping increase diversity among participants
- Promoting non-traditional locations

**EXPECTED SCHEDULE**

The Peer Adviser team is composed of 6-10 students who must be available to work a minimum of 8 hours per week, including occasional evening and weekend events.

**COMPENSATION**

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

**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
PEER ADVISER APPLICATION
PLEASE PRINT

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 social media
• Enthusiasm for study abroad and international education
• Travel experience or global knowledge outside of your 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?