

## **Education Abroad Peer Advisor**

University of Wisconsin-River Falls

### **Position Description**

The Office of International Education (OIE) Education Abroad Peer Advisors (PAs) are former study abroad/away participants with the desire to share their experience and inform other students about the opportunities and benefits of international education. They motivate students to consider this option and explain details about the education abroad process and program options. PAs must have strong leadership and organizational skills and be able to communicate clearly and comfortably (writing, speaking). They also need to welcome, listen, and demonstrate a professional demeanor in the office and in presentations. PAs must be willing to develop teamwork and cooperation within the Peer Advisor group. They gain experience, suitable for resume inclusion, in an exciting, challenging and rewarding paraprofessional environment. The Education Abroad Peer Advisors report to the Education Abroad Advisor.

#### **Responsibilities include, but are not limited to the following:**

##### **A. Administrative/Desk/Organization (45%)**

- General office duty – answer phones, take messages, make appointments for the OIE professional staff, file documents, enter data, greet office visitors
- Hang posters/fliers around campus
- Organize office materials/spaces
- Work closely with OIE professional staff and independently on assigned projects and initiatives
- Other duties as assigned

##### **B. Education Abroad/Away Pre-Advising & Support (30%)**

- Maintain current knowledge of education abroad/away programs offered at UWRF and through third-party providers
- Discuss, pre-advise, and direct students to appropriate education abroad/away opportunities
- Communicate with Education Abroad Advisor regarding individual student contacts
- Advise students on relevant upcoming processes, opportunities and social media resources
- Become an expert in the application program and assist students with application completion
- Direct students to resources and literature which may help them make decisions about education abroad/away options
- Assist with and/or conduct general group advising, group information sessions, or programs in classrooms, residence halls, and at students' organization meetings

##### **C. Education Abroad/Away & International Promotion (25%)**

- Work with the Education Abroad Advisor to develop strategies for promoting education abroad/away to UWRF students
- Post social media (Facebook) updates to keep interested parties informed of deadlines, interesting articles, reminders, information sessions, and other education abroad/away-related topics

- Work with OIE office staff to update, develop, and maintain flyers and marketing information for education abroad/away promotion
- Coordinate and staff information tables in the UC, International Education Week and/or Registration days
- Assist in the coordination of and participation in the Education Abroad Fair and other outreach events
- Work with the Education Abroad Advisor to develop regular outreach efforts that serve to internationalize the UW-River Falls campus
- Work with OIE staff and other university departments to develop programming intended to develop student, faculty and staff awareness of International Education
- Work with OIE staff and other university departments to plan and follow through on programming for international activities.

## **Desired Qualities**

- Must be able to study and learn details of all program options offered to UWRF students
- Must be reliable, responsible, punctual, professional, and able to adapt to new priorities
- Must maintain a positive attitude and neat appearance when on the job
- Must maintain confidentiality of student information
- Must have teamwork skills and be able to work collaboratively with a team of other Education Abroad Peer Advisors and OIE staff
- Must have excellent communication skills (interpersonal, group) and be comfortable speaking with people and in public
- Must have developed computer skills, including a comfortableness/willingness to learn Microsoft Office programs such as Word, Outlook, Excel, etc.
- Must be able to demonstrate self-direction and initiative