Study Abroad Peer Advisor Job Description

Study Abroad Peer Advisors in the Office of International Education (OIE) are study abroad returnees interested in gaining pre-professional experience. Applicants must be eligible for work-study funding through Student Financial Services and undergraduate students at UVM for the entire academic year. Peer Advisors work an 5-6 hour week, including some evening hours. Training ideally begins in late August for Fall semester and early January for Spring semester.

The following descriptions are the primary responsibilities of Study Abroad Peer Advisors. There is some flexibility in assigning projects and participation in activities based on interests and skills.

Assist with advising. Peer advisors will assist the regional Study Abroad Advisors in providing study abroad information either in person or via email, discussing program possibilities, preparing draft budget sheets and fielding general study abroad and SAAF-related questions.

Conduct Study Abroad 101 Information Sessions. Orient UVM students interested in study abroad, providing information ranging from academic requirements to logistics about study abroad. Sessions also include an orientation to the International Resource Room.

Staff and maintain the Information in the International Resource Room. Speak to students about study abroad, answer process questions, explain the available resource materials, and assist students in their research of approved study abroad programs. Receive and review incoming program information, update reference lists, resource external program data on the web, maintain an adequate supply of resource materials, organize information and materials, and maintain order in the International Resource Room and its materials.

Share your experiences with prospective study abroad students. Meet with students in the International Resource Room, at specialized program events such as department-specific information sessions and re-entry gatherings, particularly concerning your study abroad country, program, institution and experience. Assist with the Annual Study Abroad Fairs, Re-entry gatherings and other Study Abroad events and promotions. Prepare informational materials, assist in advance promotion and work the event.

Assist in the Pre-Departure Orientations. Recruit student panelists, coordinate and participate in the panel(s), assist with student registration, email students to remind them of their specific pre-departure time/location, and prepare materials and marketing in advance.

Technical support. IT responsibilities will be shared among the peer advisors or allocated to one peer advisor. Peer advisors will be chosen to provide technical support based on previous experience or demonstrated IT proficiency in the workplace. There will be basic data entry into Excel spreadsheets, creating power point slides and scheduling appointments with Oracle.

Publicize Study Abroad. Assist in the design and display of posters or other informational materials in the International Resource Room, distribute them elsewhere on campus, and by other available means.
Support the work study effort in the OIE main office. Including clerical work, data entry, and front office reception, infrequently but as needed

Preference will be given to returning students who demonstrate a genuine understanding of the study abroad process, are enthusiastic about helping their peers, familiar with Microsoft office applications, and are proactive and self-motivated individuals. Applicants must be eligible for work-study funding through Student Financial Services and undergraduate students at UVM for the entire academic year. Peer Advisors work an 5-6 hour week, including some evening hours. Training ideally begins in late August for Fall semester and early January for Spring semester.

Follow this link for the Peer Advisor Job Application

For more information please feel free to contact Study Abroad Advisors:
Linda Damon, Assistant Director, Pamela Elaine Gardner or Michael Guyer

University of Vermont Office of International Education
Living/Learning 633 Main Street, B-162
802-656-4296 fax: 802-656-8553  www.uvm.edu/oie