

Peer Advisors

Job Description:

Peer Advisors in the Center for International and Intercultural Studies (CIIS): help with **promoting** St. Lawrence University off-campus study opportunities; assist with **recruiting** eligible students for the SLU off-campus programs; aid committees in **selecting** qualified participants; help **orienting** chosen participants; and **facilitating** re-entry programs. Peer Advisors will also have the opportunity to assist in other activities involving CIIS and will be asked to assist in the operations of the office. This is a paid position.

The Peer Advisors are an integral part of the work done by CIIS. As such, they are expected to consider their work with CIIS as they would an internship. Peer Advisors must have the ability to think critically about their role and the role of CIIS on campus. Students should also be willing to participate in activities that promote international presence at SLU. This is not just another work-study job; it has the potential to prepare students for a professional career. They report to the Assistant Director of Off-campus Programs.

Requirements:

1. Must have successfully participated in a St. Lawrence University off-campus program.
2. Be enthusiastic about your own off-campus study experience and off-campus study in general.
3. Priority will be given to students who can serve for the entire academic year (fall semester and spring semester).
4. When applicable, priority will be given to academic year participants.
5. Must exhibit responsibility, maturity, strong organizational skills, very strong public speaking skills, and an ability to work both independently and as part of a team. Self-motivation and creativity are essential.
6. Must be willing to develop and improve presentation skills and prepare powerpoint presentations and other visual aids when necessary.

We prefer that peer advisors:

- Have experience working while going to school
- Have demonstrated time management skills
- As a group, reflect diversity in terms of personal attributes, programs represented, and gender

Special consideration will be given to students who qualify for work-study. Students who will be student teaching are discouraged from applying for the position as they will rarely be on campus during their professional semester.

CIIS Peer Advisors will be expected to:

Fall Semester

1. Attend an all-day training session just prior to classes starting in August.
2. Develop a general understanding of all SLU off-campus programs. Be able to answer general questions about off-campus study.
3. Work with the on-campus faculty coordinator to set up program information meeting(s).
4. Recruit program alumni to participate in the information sessions and orientation meetings.
5. Represent program/CIIS at Family Weekend during off-campus information sessions (1 hour)

6. Make presentations to classes and student groups. Be available to speak to appropriate classes on campus about off-campus study. If a professor requests a speaker at a time when you are not available, or it conflicts with your own class schedule, you will find another, appropriate student to speak to the class.
7. Organize 2 presentations for students (in the dorms, in student organizations, in Greek houses, sports teams, etc.) about off-campus study opportunities.
8. Serve on the program selection committee.
9. Participate in orientation meetings.
10. Organize reunions at the beginning of the semester for all students returning from the program.
11. Submit an article to the Hill News about study abroad.

Spring Semester

1. Plan a reunion for students returning to campus spring semester from a fall-semester program.
2. Work with the on-campus faculty coordinator to set up program information meeting(s) in late January.
3. Serve on an FYP information panel in late March (before pre-registration for fall semester). Recruit other alumni to participate.
4. Represent program at Admissions Open Houses
5. Organize class visits. Be available to speak to appropriate classes on campus about the program. If a professor requests a speaker at a time when you are not available, or it conflicts with your own class schedule, you will find another, appropriate student to speak to the class. You are encouraged to contact professors about speaking, too.
6. Organize 2 presentation for students (in the dorms, in student organizations, in Greek houses, sports teams, etc.) about off-campus study opportunities.
7. Serve on the program selection committee.
8. Participate in orientation meetings.

In addition, depending on interest and time, you may:

1. Assist in outreach activities to increase participation in off-campus study by under-represented groups.
2. Devise ways to publicize off-campus programs.
3. Revise program brochures and orientation materials.
4. Gather quotes from students who have studied off-campus to be used in publications.
5. Work on projects of specific interest.
6. Assist in developing programs for returning students.
7. Serve as a student representative on the CIIS Committee.
8. Organize presentations to students (in the dorms, in student organizations, in Greek houses, sports teams, etc.)
9. Work with the I-House coordinators to collaborate on events and projects
10. Assist with planning International Education Week (fall) and National Foreign Language Week (spring)
11. Plan a gathering with all past participants and accepted students at the end of the semester.