

**Santa Clara University**  
**International Programs Office**

**JOB TITLE:** Peer Advisor: Exchange Student Support Coordinator

**DEPARTMENT:** International Programs Office

**SUPERVISOR:** Assistant Director

**HOURLY WAGE:** Starting \$9.00

**HOURS / WK:** Up to 20 hours/week; ability to work some evenings, weekends

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**I. PRIMARY PURPOSE OF POSITION:** Study Abroad Peer Advisors assist in the peer mentoring and leadership of study abroad outreach efforts for prospective study abroad students.

**II. ESSENTIAL DUTIES:** The time commitment is from Spring Quarter through the following Winter Quarter. The Exchange Students Support Coordinator will be responsible for the following:

**A. Program Assistant:** Provide direct programmatic and clerical assistance to Director of Study Abroad (Barbara Colyar) for direct exchange application and registration procedures, information and workshops, data collection and maintenance.

**B. International Club:** Provide leadership for SCU's International Club and serve as mentor to club leaders, members, and work as a liaison with the Center for Student Leadership (CSL). Plan, organize, and execute events for all members of the International Club. *Most club meetings are in the evening; several social and cultural events throughout the quarter.*

**C. Mentoring Program:** Coordinate the matching of incoming exchange students with a peer mentor from the International Ambassadors (SCU students). Assist the International Student Services office at the Drahmman Center to plan orientation for incoming exchange students.

**D. Outreach Projects:** Lead outreach projects to the international exchange students at SCU.

**E. Other duties as assigned.**

**III. QUALIFICATIONS:** (1) Juniors and Seniors with study abroad experience, (2) Experience studying on a Direct Exchange program, preferred, (3) Leadership experience, (4) Ability to interact with diverse students, (5) Current driver's license, (6) Availability for weekly Peer Advisors meetings, (7) Member of International Ambassadors Program, (8) **Availability to work for a week or two during the break immediately prior to the start of each quarter.**

**IV. TO APPLY:** Complete the online job application on the International Ambassadors page.

**For more information,** please contact Vidalino Raatior (vraatior@scu.edu) or by calling the International Programs Office at 408.554.6940.