

**Santa Clara University
International Programs Office**

JOB TITLE: Peer Advisor: SCU Programs Coordinator

DEPARTMENT: International Programs

SUPERVISOR: Assistant Director, Study Abroad

HOURLY WAGE: Starting \$9.00

HOURS / WK: Up to 20 hours/week; ability to work some nights and weekends

I. PRIMARY PURPOSE OF POSITION: The 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 for the full year. Training starts Spring quarter. The SCU-Operated Programs Coordinator is responsible for the following:

A. Program Assistant: Provide direct programmatic and clerical assistance to the Business Manager (Lori Johnson) in the areas of overseas insurance, program directors' safety handbooks, class schedules, financial transactions, International Studies Minor, and other special projects as needed for the management of all SCU-Operated Programs.

B. Program Advising: Serve as in-house student staff expert on all SCU-Operated Programs including SCU London, SCU Burkina Faso, SCU Barcelona, SCU Rome, SCU Summer Abroad programs, and any faculty-led and custom program for SCU.

C. Community Outreach: Serve as marketing coordinator for all SCU-Operated Programs through a variety of outreach methods including Study Abroad Week, Preview Weekends, information sessions, clubs, RLC's.

D. Office Assistant: Clerical support to the professional staff and advising role to visitors during scheduled office hours.

F. Other duties as assigned.

III. QUALIFICATIONS: (1) Juniors and Seniors with study abroad experience preferably in an SCU-Operated Program, (2) Ability to work independently and with details (4) Strong writing skills, (5) Availability for weekly Peer Advisors meetings, (6) Member of International Ambassadors Program.

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.