

**Santa Clara University
International Programs Office**

JOB TITLE: Peer Advisor: Solidarity Programs Coordinator
DEPARTMENT: International Programs
SUPERVISOR: Assistant Director, Study Abroad
HOURLY WAGE: Starting \$9.00
HOURS / WK: Up to 20 hours/week; some evenings and weekend

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 at the International Programs Office.

II. ESSENTIAL DUTIES: The time commitment is for the full year. Training starts Spring quarter. The Peer Adviser for Solidarity Programs will be responsible for the following:

A. Admission Processing: Support all aspect of the application processing protocol for the SCU Casa de la Solidaridad and SCU Burkina Faso Program including scanning, emailing, transcript processing for non-SCU students, filing applications, corresponding with non-SCU applicants and prospective students.

B. Community-based Outreach: Coordinate outreach for solidarity programs through connection with SCCAP, Xavier RLC, and the Ignatian Center's Kolvenbach Solidarity Program, Arrupe Placements, the Casa de la Solidaridad program and other justice efforts.

C. Diversity Efforts: Coordinate efforts to reach non-traditional study abroad students in the first generation college students in the LEAD Program, residents in the Unity RLC, student clubs in the Multicultural Center.

D. Direct Support: Provide direct clerical and outreach support for the staff at the Casa de la Solidaridad Program in El Salvador and the SCU Burkina Faso Program in West Africa.

E. 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, (2) Alumni of Casa de la Solidaridad Program or SCU Burkina Faso Program, preferred (3) Leadership experience, (4) Ability to interact with diverse students, (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.