

**Santa Clara University
International Programs Office**

JOB TITLE: Peer Advisor: Special Projects Coordinator
DEPARTMENT: International Programs
SUPERVISOR: Assistant Director
HOURLY WAGE: Starting \$9.00
TYPE: Up to 20 hrs/wk; ability to work from home, nights, weekends

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 the full academic year starting in the Fall term. The Special Projects Coordinator will be responsible for the following:

A. Study Abroad Week.

B. International Ambassadors: Coordinate the recruitment, program development, social activities, meetings, and general leadership of the study abroad volunteers in the International Ambassadors Program.

C. Outreach Programs: Coordinate the community outreach programs including Study Abroad Week, Preview Weekend, Residential Learning Community especially International House (5th floor Swig) and Xavier RLC, Associated Students, Chartered Student Organizations, Benson tabling efforts, etc.

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

E. Other duties as assigned.

III. QUALIFICATIONS: (1) Juniors and Seniors with study abroad experience, (2) Experience in public speaking, 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 Raator (vraator@scu.edu) or by calling the International Programs Office at 408.554.6940.