

**Santa Clara University
International Programs Office**

JOB TITLE: Peer Advisor: Workshop Series Coordinator

DEPARTMENT: International Programs

SUPERVISOR: Assistant Director, Study Abroad

HOURLY WAGE: Starting \$9.00

WEEKLY COMMITMENT: Up to 20 hours/week; ability to work some evenings, 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 at the International Programs Office.

II. ESSENTIAL DUTIES: The time commitment is for the full year. Training starts Spring quarter. The Study Abroad Workshop Coordinator will be responsible for the following:

A. Workshop Series: Provide leadership in the areas of logistics (scheduling, room reservations, clerical), outreach publicity, recruitment, and assessment of workshops, forums, information sessions, orientations to prepare students for their abroad program. *Most workshops are after 5 pm.*

B. Event Planning: Responsible for managing the online events calendar for the Study Abroad Office by working closely with the University's Scheduling Office and usage of Astra Calendar, Events Calendar, and CommonSpot systems.

C. Pre-Departure Orientation: Provide leadership in the areas of scheduling, room assignment using Astra Calendar, outreach, recruitment, and assessment of the Pre-Departure Orientation Program. Work closely with the Peer Advisors and International Ambassadors for various needs of the orientation program

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 with events planning and leadership, preferred (3) Leadership experience, (4) Ability to interact with diverse students, (5) Availability for weekly Peer Advisors meetings, (6) Member of International Ambassadors Program, (7) Technology-savvy (ability to learn Astra Calendar, Events Calendar, and CommonSpot systems), (8) Availability after 5 pm to be present / run workshops.

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.