



## Peer Advisor (2 positions) *International Programs Office*

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*Fall 2021 & Spring 2022*

**Duties/Responsibilities:**

**(All the duties below are required and no aspect of the duties is negotiable.)**

- **Info session:** conducts 30 min info session during two lunch periods per week; completes report for each session; keeps a track of student attendees and follows-up with students as needed; conducts 1 to 1 info session if necessary.
- **Peer advising:** provides support to prospective study abroad applicants as needed; assists international students; connects students to the appropriate staff for advising; helps applicants with their essays and provides advice.
- **Outreach:** around mid-semester, when advising and info session participation slows down, peer advisors represent IPO at the quad tabling to help interested students get more information; reach out to different student clubs and organizations to conduct personalized info sessions.
- **Other tasks:** all student workers are expected to do basic office work, such as answering phones, greeting visitors, both Oxy and non-Oxy visitors, and help with different tasks on as needed basis.

**Eligibility:**

- Some experience on campus preferred
- Study Abroad experience required (Summer, Winter, Semester)
- Must be available during lunch periods twice per week
- Must be available to work for at least 8 hours per week

**Qualifications:**

Semester Abroad former participant, Microsoft, Google Suite, fast learner, flexible, not afraid of receiving feedback, open to new ideas, comfortable with ad-hock projects, great customer service, able to commit to at least a year.

**Start date:** 8/31/2021

**End date:** Last day of the semester/academic year

**Work Schedule:** Tue/Thu Lunch periods and other regular hours

**Hours Per Week: 8**

**Starting pay rate: \$15**

**To apply, please submit:**

- **1-page resume and 1-page cover letter.**
  - *Please explain in your cover letter why you would like to work for the IPO office.*
- **A complete IPO Student Employment Application:**  
[https://www.oxy.edu/sites/default/files/assets/HR/Student/student\\_employment\\_application\\_fall\\_2020.pdf](https://www.oxy.edu/sites/default/files/assets/HR/Student/student_employment_application_fall_2020.pdf)
  - *Please submit your resume, cover letter, and the IPO Student Employment Application as a single PDF file.*
- **5-slide PowerPoint** to use for your imaginary Semester Abroad Info Session: intro to goals, steps to take, application process, program types, etc. – be clear & creative!
- **Send all the materials to Joanna Reese at [jreese@oxy.edu](mailto:jreese@oxy.edu).** We will notify you if you are selected for an interview.

