Study Abroad Peer Advisor

Part-Time Job Announcement

The Study Abroad Office is hiring a student worker to serve as a Peer Advisor, beginning in Fall Semester 2016 or possibly Summer 2016.

Job Responsibilities:

- Design high-quality marketing materials, including flyers, posters, and online graphics
- Coordinate social media (including Facebook, Twitter, Instagram, Pinterest, YouTube, and Hootsuite)
- Build faculty-led program courses and applications
- Assist with office data collection and processing
- Help coordinate events and outreach
- Deliver classroom presentations
- Talk with students interested in studying abroad
- Front desk reception, administrative tasks, and other duties as assigned

Eligibility:

- Have participated in a K-State study abroad program
- Work approximately ten to thirty hours per week
- Preference given to students with one to two years remaining at K-State
- Familiarity with Microsoft Excel
- Strong graphic design skills, and preferably familiarity with Adobe Illustrator and vector graphics
- Strong attention to detail
- Strong organizational skills
- Flexible and able to multitask
- Prefer strong communication skills and experience in public speaking
- Ability to work some nights and weekends

To be considered for this position, please send an email with the attached materials listed below to Matthew Yates, Faculty-Led Programs Coordinator (mkyates@ksu.edu), by 5:00pm on Friday, April 15, 2016.

- Resume
- Cover letter (explain why you are interested in the position, describe your professional and international experience, and identify the job responsibilities for which you are particularly well-suited)
- Schedule of availability for Fall Semester 2016 (if enrolled)

Review of applications will begin on Monday, April 18, with on-campus or Skype interviews in late April and early May. Depending on the number of applicants, these dates may be extended. If you have any questions, please contact Matthew Yates, Faculty-Led Programs Coordinator, at mkyates@ksu.edu or 785-532-5990.