Education Abroad Peer Advisor

Part-Time Job Announcement

Education Abroad is hiring student workers to serve as Peer Advisors for Summer 2018 and potentially Fall 2018, and beyond. The students selected for this position may have multiple job responsibilities, including but not limited to the following:

**General Responsibilities:**
- Advise students interested in programs abroad and facilitate our Abroad 101 sessions
- Deliver classroom presentations
- Help coordinate events and outreach
- Assist with office data collection and processing
- Design high-quality marketing materials, including flyers, posters, and online graphics using Adobe Creative Suite
- Handle front desk reception, administrative tasks, and other duties as assigned

In addition to these tasks, some Peer Advisors may focus in the following specific areas:
- Coordinate social media (including Facebook, Twitter, Instagram, Pinterest, YouTube, and Hootsuite)
- Build faculty-led program StudioAbroad applications and Global Campus courses

**Eligibility:**
- Have participated in a K-State education abroad program
- Work approximately ten to twenty hours per week
- Preference given to students with one to two years remaining at K-State
- Familiarity with Microsoft Excel, Microsoft PowerPoint, and Prezi software
- Strong communication skills, written and verbal
- Ability to work independently and take initiative in individual projects
- Strong attention to detail
- Strong intercultural communication skills and experience in public speaking
- Flexible and able to multitask
- Ability to work some nights and weekends

To be considered for this position, please send an email with the attached materials listed below to Katelin Christianer-Donkers (katelinc@ksu.edu), Education Abroad Advisor, by 12:00pm CST on Monday, April 9th, 2018

- Resume
- Cover letter (explain why you want to serve as a Peer Advisor, describe your professional and international experience, and identify the responsibilities for which you are particularly well-suited)

Education Abroad will begin review of applications after April 9th, with on-campus or Skype interviews in mid-April. Depending on the number of applicants, the committee may extend these dates. Applicants may need to submit Summer availability and Fall 2018 course schedules if they are enrolled at the time the committee asks them to interview. If available, the selected Peer Advisors may be asked to work some office hours in April or May for training purposes.