Global Education Center

**Title:** Study Abroad Peer Advisor Coordinator

**Location:** Student Center Annex Room 207

**Job Type:** Either FWS or Student Assistant

**Days Needed:** Monday - Friday

**Job Description:**

The Study Abroad Peer Advisor Coordinator has primary responsibility for facilitating all aspects of the Study Abroad Peer Advisor program. This position would allow a student to gain paraprofessional experience in the Study Abroad department of the Global Education Center.

**Primary Responsibilities:**

- Assist the Study Abroad Coordinator in the administration of the Study Abroad Peer Advisor Program (SAPA) by:
  - Recruiting, interviewing, and training new Peer Advisors
  - Working with campus staff to set-up information tables and events
  - Working with faculty/staff members to coordinate classroom and group presentations
  - Arranging the schedules of SAPA’s for classroom presentations, open houses, and other events
  - Working with faculty/staff members to coordinate classroom presenters and group presentations
  - Arranging the schedules of SAPA’s for classroom presentations, open houses, and other events
  - Handling end-of-year rewards system
  - Assisting with affiliated program peer advisor programs at MSU
  - Handling the logistics of bi-annual Study Abroad Reunion
    - Handle participation of peer advisors in Study Abroad Fair and pre-departure meetings
    - Assist with logistics of re-entry conferences and other campus and regional re-entry activities
    - Give classroom presentations in the absence of Study Abroad Peer Advisors
    - Help to develop other valuable events geared toward study abroad alumni
    - Maintaining and updating the Alumni and SAPA sections of the website

- General Administrative office support
- Other duties as assigned

**Qualifications:**

- Must be enrolled (or admitted) as an undergraduate or graduate student at Montclair State University in good academic standing
- Ability to work independently with a strong sense of initiative
- Strong interpersonal skills, including oral and written communication skills, outgoing personality, ability to interact with students and faculty in an accurate and professional manner and an enthusiasm for study abroad
- Excellent organizational and efficiency skills.
- Strong work ethic and attention to detail with all assigned tasks
- Must be willing to work a variety of tasks including: filing, copying, typing and drafting of correspondence
- Excellent computer skills (Microsoft Word, Excel, Publisher, Social networking, database management experience )
- Prefer student who has studied abroad, but not required
Must possess a general interest in international education/study abroad

Required:
- Commitment for at least two semesters (Fall 2017 and Spring 2018) with preference for longer term
- Position to begin towards the end of Spring 2017 to facilitate cross training and re-start again in August 2017 to prepare to recruit Peer Advisors for next academic year.

PAY RATE: Based on MSU compensation policy at skill level 4.

TIME/HOURS: 10-15 hours per week during regular office hours M-F 8:30am – 4:30pm. Set weekly schedule, flexibility as to which days/hours are worked

Application Instructions:

Send cover letter and resume detailing your interest in the position with anticipated available hours for the end of Spring 2017 and Fall 2017 semester to Ms. Nyieta Charlot, Study Abroad Coordinator, charlotn@mail.montclair.edu

It is expected that the position would begin towards the end of the Spring 2017 semester to facilitate cross-training and re-start again in August 2017 to prepare to recruit new Peer Advisors next academic year.