

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Study Abroad

POSITION: Peer Advisor

SUPERVISOR(S): Assistant Director of Study Abroad

PURPOSE / ROLE: Assist in getting information to students and guest about Study Abroad.

QUALIFICATIONS: Previous study abroad experience, knowledge of EIU study abroad procedures, professional writing skills, public speaking skills, strong interpersonal communication skills, strong organization skills.

ACADEMIC YEAR: 2022/2023

CONTRACT DATE: August 22, 2022 through May 05, 2023

RATE OF PAY: STATE MINIMUM WAGE

SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Manage social media accounts for study abroad. Greet and assist guests at the front desk. Answer the office phone, transfer calls as necessary, and respond to emails sent to the office account. Meet with interested students to advise on study abroad programs and financing options. Follow up with prospective students by e-mail and text message (from the office cell phone). Plan and host general study abroad presentations for on-campus events. Assist with the bi-annual Study Abroad Fair, as well as pre-departure orientations throughout the academic year. Create promotional items and place them in common areas around campus. Keep the office space organized and clean. Other duties as requested by the Assistant Director of Study Abroad.