

## INTERNATIONAL STUDENTS

### International Peer Advisor Application 2018-2019

#### Position Description:

International Peer Advisors are undergraduate or graduate students who play an integral role in introducing new international students to Ohio State by connecting new students to important university resources and policies as well as sharing their experiences as successful students. Throughout the academic year, Peer Advisors assist our incoming students and their families in a variety of capacities; all to make the newest members of our community excited and prepared to achieve a successful beginning to their Ohio State career. Peer Advisors work in collaboration with other Peer Advisors, Office of International Affairs (OIA) professional staff and other Ohio State administrators to ensure that new students have a positive immigration check-in experience.

#### Qualifications:

A Peer Advisor must be a currently enrolled undergraduate or graduate student at Ohio State who has completed at least one semester at the time of application (by February 21) and whose degree will not be completed prior to the end of Spring Semester 2018. Peer Advisors should be in good academic standing and good disciplinary standing. The OIA staff is looking for individuals who are representative of the diversity of the Ohio State community in their experience and interests. Peer Advisor candidates should possess a variety of qualities, including (but not limited to):

- Effective cross-cultural communication skills (knowledge of multiple languages is a plus but not required)
- Proactive problem solving abilities
- Familiarity with Ohio State campus resources and services
- A desire to work collaboratively with students, families, faculty, staff, other Peer Advisors
- Proficient computer skills including data entry, must have excellent attention to detail
- Punctual and reliable
- Friendly, flexible, enthusiastic attitude
- Readiness to take initiative and take responsibility for continually improving the quality of check-in

#### Responsibilities:

- Attend and participate in all Peer Advisor training sessions
- Assist with the preparation of all check-in materials and activities
- Use multiple databases to perform check-in related tasks
- Acquaint new students with campus services, building locations, and university policies and procedures
- Serve as a knowledgeable, friendly, welcoming representative of Ohio State and OIA
- Participate in welcome activities such as Global Buckeye Celebration
- Respond promptly to emails regarding your work schedule and work responsibilities
- Other duties as assigned

## Benefits:

The Peer Advisor position offers a variety of benefits:

- Pay rate of \$9.10 /hr
- Development of leadership and communication skills
- Cultivation of relationships with University faculty, staff and students
- Résumé enhancement
- Help new international students get settled and become members of the community at The Ohio State University!

## Additional Information:

- The Peer Advisor position requires a significant time commitment during training in July and August and throughout all check-in and orientation sessions **during semester breaks**. Duties during check-in require that Peer Advisors are alert and engaged from early in the morning until late in the evening.
- Once check-in begins, Peer Advisors will be required to work during evenings and weekends to lead small group trips and participate in events.
- Students applying to this position **must** communicate any additional employment to your OIA staff supervisor. If it interferes with job performance, the Peer Advisor may be asked to terminate the outside employment.

### *International Peer Advisor Important Dates to Know:*

Summer term training – Peer Advisors <b>must</b> attend every training session	July 23 – July 27, 2018
Autumn 2018 Check-in and Orientation	July 30 – August 20, 2018
Spring 2019 Check-in and Orientation	January 2 – January 4, 2019

### *Peer Advisor Selection Timeline:*

Applications due	Wednesday, February 21, 2018 by 5 p.m.
Staff selection complete	Candidates will be notified by email/phone of final hiring decisions

## Contact Information:

If you have any questions concerning this position, please contact Amanda Yusko at [yusko.8@osu.edu](mailto:yusko.8@osu.edu) or 614-292-6101.

The Office of International Affairs actively seeks a diverse staff.

