



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 students, Office of International Affairs (OIA) professional staff and other Ohio State administrators to ensure that new students have a positive check-in and orientation 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 (Deadline: February 21, 2018) and whose degree will not be completed prior to Spring 2019. 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 a 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 and orientation

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
- Participate in welcome activities such as the 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 late July and throughout all check-in and orientation sessions during **summer break**. Duties during check-in and orientation sessions require that Peer Advisors are alert and engaged from early in the morning until late in the evening.
- 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.

Peer Advisor Important Dates to Know

Summer term training - if selected, you must attend every training session	July 23 - 27, 2018
Autumn 2018 Check-in and Orientation	July 30 - August 20, 2018
Spring 2019 Check-in and Orientation	January 2 - 4, 2019

Application Deadline February 21, 2018 by 5 p.m.

1. [Download the 2018-2019 Peer Advisor Description \(PDF\)](#)
2. [Complete the Online Application](#)
3. [Complete the recommendation form](#)

Please send questions to [Amanda Yusko](#). **Applications will be reviewed, and students will be selected on a rolling basis until July 1 at 12 p.m.** Upon completion of your application, please email [Amanda Yusko](#) notifying her of your application entry.