Peer Advising:
As a Peer Advisor at UC Davis Study Abroad, you will help generate interest and enthusiasm amongst Aggies about study abroad at UC Davis, facilitate their selection of a program, and help prepare them for their experience abroad. This is an opportunity to further develop your leadership, office, digital communications, marketing, and advising skills in a supportive and professional environment.

The Peer Advisor is a key player in assuring that student clients are served and office projects are completed in a timely and accurate manner. As the first point of contact, you will greet and refer clients to the appropriate resources, answer phones, and make appointments for Study Abroad faculty and staff. You will prepare resource materials for presentations, meetings, and office displays, and participate in outreach activities such as disseminating publicity materials and giving oral presentations—from first-steps workshops to classroom presentations. You will work as part of a committed team of peers and professionals in a dynamic deadline-driven environment, and you will gain skills which will promote your personal and professional growth.

Responsibilities:
- Serve as the first point-of-contact for Study Abroad clients (faculty, staff, parents, prospective students, senior administration, and others)—in-person, on the telephone, and via e-mail. Provide excellent customer service to each individual who visits the Study Abroad office.
- Participate in Study Abroad outreach activities and events—including classroom presentations, evening dorm panels, workshops, information meetings, and tabling events.
- Communicate effectively to diverse audiences and interact thoughtfully with multicultural constituencies, in part to help increase participation in study abroad by underrepresented groups.
- Under the direct supervision of the Communication & Marketing Manager, assist with all aspects of student communication and recruitment: social media projects, website content management, writing articles for monthly eNewsletter publications, creating flyers and posters, and many other communication efforts.
- Discuss study abroad programs with student clients (UC Davis Quarter Abroad, Summer Abroad, Internships Abroad, Seminars Abroad, UCEAP, and Independent Study Abroad programs).
- Independently research program requirements and deadlines in order to stay current with changing information.
- Provide administrative/clerical support to UC Davis Study Abroad staff.
- Complete special projects as assigned.

Requirements:
- Attend a mandatory 2-3 day training session Mid-September (Dates: TBD)
• Attend a mandatory all-day, Saturday, Summer Abroad Pre-Departure Orientation in Mid-May 2017 (Date: TBA)
• Demonstrated ability to communicate clearly—verbally and in writing
• Demonstrated ability to speak effectively to groups
• Demonstrated ability to provide excellent customer service
• Interpersonal skills to work effectively and thoughtfully with students from diverse cultural and economic backgrounds
• Demonstrated organizational skills and ability to follow directions
• Ability to work in an environment with changing priorities and many interruptions
• Demonstrated skill and experience with computer technology, including the Microsoft Office Suite
• Experience with social media (e.g. Aggies Abroad Network, Instagram, Facebook, Medium, Trello, Twitter, LinkedIn), web maintenance, database software, and photo editing programs preferred
• Ability to work a minimum of 12 and maximum of 19 hours per week including occasional overtime, evenings, and weekends
• Attendance of weekly staff meetings

**Strongly Preferred:**
• Participation in a study abroad program is strongly preferred but not required

**Salary:**
• $10.50 an hour

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*Please submit your completed application, resume, and optional cover letter via Aggie JobLink (# 805728)*

*There are two application/interview periods:

**Early Application Period:** January 20, 2016 - February 24, 2016
**Spring Application Period:** February 25, 2016 – May 18, 2016

We encourage you to submit your application materials during the early application period.

Questions?
Contact the supervisor for this position:
Blake N. Cooper, bncooper@ucdavis.edu

Study Abroad Peer Advisor
JOB APPLICATION

PERSONAL INFORMATION

Full Name: ___________________________ Date: ___________________________
Last       First       M.I.

Local Address:

Street Address: ___________________________ Apartment/Unit #: __________

City: ___________________________ State: __________ ZIP Code: __________

Permanent Address:

Street Address: ___________________________ Apartment/Unit #: __________

Cell Phone: (____) ___________ G.P.A: __________

E-mail Address: ___________________________ Are you available to work over the summer?

Major: ___________________________

Expected Date of Graduation: ___________________________

STUDY ABROAD/INTERNATIONAL/INTERCULTURAL EXPERIENCE

Please list which study abroad program(s) (UC Davis Quarter Abroad, Summer Abroad, Summer Abroad Internships, Seminars Abroad, UCEAP, Independent Study Abroad) you have participated in or will soon be participating in, the location(s) and how long you were or will be abroad.

If you have not studied abroad formally yet, please describe any international experience you have had abroad or in the US interacting with a culture that is different from your own.
Application Questions:
(Attach as many pages as necessary)

1. What appeals to you about working at UC Davis Study Abroad? What interests you about this position?

2. After reviewing the job description, what skills and experience do you have that make you qualified for this position? Please include information about your level of skill/experience in at least these areas:
   - Public Speaking
   - Customer Service
   - Computer Literacy
   - Organizational Skills

Note: You are encouraged to talk about other skills/experiences that are relevant to the job, such as intercultural communication and/or involvement in student organizations on campus.

3. How has your study abroad, international, or intercultural experiences enhanced your academics at UC Davis?

4. UC Davis embraces the Principles of Community (principles.ucdavis.edu) which outlines a series of principles to ensure respect and communication across differences and equality and social justice for all. Similarly, we expect study abroad to challenge students to confront their biases and assumptions, and to learn how to communicate better with different people. Choose one of the following to answer:
   - Describe ways in which you have interacted with communities – in the US or abroad – in the spirit of the Principles of Community.
   - Describe the most challenging experience you have faced interacting with a different community or culture. How did you attempt to overcome this challenge and what did you learn from the experience?

REFERENCES

List three professional references including phone numbers, email addresses, and job title.

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