

PEER ADVISOR OPENINGS

Programs Abroad Office, Center for International Education
Academic Year 2007-2008

Did you enjoy your study abroad experience? Want to share your stories and wisdom with fellow students? If so, consider becoming a Peer Advisor in the Programs Abroad Office in the Center for International Education. We have openings for former study abroad students to work as Peer Advisors during the 2007-2008 academic year. Peer Advisors are UTK students who have studied abroad and are committed to supporting and promoting overseas opportunities to fellow students on the UTK campus. They act as front-line study abroad advisors, serving as the first contact for students interested in going abroad. Peer Advisors also assist the Programs Abroad Office with programming, publicity campaigns, and general office duties.

Peer Advisors will work 6-15 hours per week throughout the 2007-2008 academic year, earning \$8 per hour.

Responsibilities include, but are not limited to:

- Assisting with 2 pm General Information Sessions, held Monday - Friday
- Advising prospective study abroad students in one-on-one and group settings
- Assisting in outreach activities to increase the number of all students going abroad, including students of color and other historically underrepresented groups (e.g. student leaders, Engineering majors, men, GLBT community, etc.)
- Organizing and giving presentations to classes, student groups and residence halls
- Assisting with Study Abroad Fairs and Pre-Departure Orientations
- Distributing study abroad literature to various locations on campus
- Maintaining the study abroad library and displays
- Assisting with the Buddy Program and organizing events
- Assisting with administrative duties and office filing

A qualified Peer Advisor:

- Has studied abroad for a semester or an academic year
- Will work for the entire 2007-2008 academic year (August 2007 through May 2008)
- Is reliable, responsible and able to adapt to new initiatives and priorities
- Possesses some knowledge of world geography, and an appreciation for different languages, cultures and religions
- Will represent the office in a professional manner at all times
- Possesses public speaking skills
- Is enthusiastic about promoting study abroad

Applications must be received by 5PM on Tuesday, August 7. Selected candidates will be invited to interview on **August 20 and 21**. All applicants will be notified of their status by phone or email. A mandatory training session will take place on **Friday, August 24 from 4PM- 7PM and Saturday, August 25 from 9AM-1PM**. If you foresee a scheduling conflict for any of these dates, please indicate this on your application.

Questions about the position and selection process can be addressed to Noah Rost, Programs Abroad Coordinator, at rost@utk.edu or (865) 974-3177. Completed applications should be submitted to the address below (electronic applications are encouraged):

Programs Abroad Office
Attn: Noah Rost
1620 Melrose Ave
Knoxville, TN 37996
rost@utk.edu

Programs Abroad Peer Advisor Application
 University of Tennessee, Knoxville
 Academic Year 2007-2008

Please type or print clearly.

Date submitted: _____
 Applicant Name: _____
 UT Email: _____ Expected Graduation Date: _____
 Class Level _____ Cumulative GPA: _____
 Major(s): _____ Minor(s): _____
 Local Phone: (_____) _____ Date of Birth _____
 Local Address: _____
 Permanent Phone: (_____) _____
 Permanent Address: _____
 Do you receive federal work study funds? _____ Yes _____ No

Study abroad and international travel experience (attach additional sheet if necessary):

Host Institution/Country	Term/Year/Length of stay	Type of Program (ISEP Exchange, UTK Direct)	Activities (travel/study/etc.)

Relevant volunteer, leadership, or work experience (attach additional sheet if necessary):

Dates	Organization	Your Title	Responsibilities

Foreign Language Knowledge (attach additional sheet if necessary):

Language	Years in High School	Most recent College Course Taken

Please provide the names of two University of Tennessee faculty or former employers who can best speak about your qualifications for this position and be contacted as a reference:

Name: _____ Name: _____
 Position/Title: _____ Position/Title: _____
 Daytime Phone: (_____) _____ Daytime Phone: (_____) _____
 E-mail: _____ E-mail: _____

Please rate yourself in the following skill areas:

Skill	No Experience Yet	Some Experience	Lots of Experience
Using MS Word for Windows			
Using Publisher for Windows			
Written Communication (developing informational handouts, newspaper articles, email announcements, etc.)			
Speaking to groups of students			
Advising Peers (counseling, tutoring, mentoring, etc.)			
Using Power Point			
Office and administrative experience			
Publicity (designing flyers, bulletin boards, press releases, ads, etc.)			
Organizing meetings/scheduling			

Special projects you would like to become involved in might include (check all that apply):

- Developing publicity
 Working with returning students
 Developing handouts and handbooks
 Speaking to classes/groups of students
 Designing outreach to underrepresented groups of students

Please attach your responses to the following questions (answers should be no longer than one or two paragraphs):

1. Why are you interested in this position?
2. Describe your study abroad experience(s), including what you liked best and least about your experience, and some of the things you learned.
3. Why is it important for students to study abroad?

Please list times when you would be available to work (including evening hours). We especially need assistance between 1-5pm.

Monday _____
 Tuesday _____
 Wednesday _____
 Thursday _____
 Friday _____

***Please also attach a printout of your Fall course schedule and a current résumé.**

I certify the answers in this application are true, to the best of my knowledge.	
Applicant Signature: _____	Date: _____, 200_____