**Iowa State University Study Abroad Center  
Peer Advisor Application Form**

Please review the job description and qualifications attached before applying. Complete this application and **attach a copy of your resume** detailing employment or other relevant experience (i.e. leadership positions, volunteer work, extracurricular activities).

**Name** **Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Major(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA** \_\_\_\_\_\_\_\_\_\_ **Expected Graduation Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List study/work abroad experience (location and dates)**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List additional experience abroad (location and dates)**:

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*Please write a brief statement below addressing how you meet the required qualifications, competencies, & preferred skills and how you could contribute to the work of the Study Abroad Center:*

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**Please list 2 Professional References**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit by email to** [**studyabroad@iastate.edu**](mailto:studyabroad@iastate.edu) **or in person to the Study Abroad Center 3224 Memorial Union, Ames, IA 50011-1133** [www.studyabroad.iastate.edu](http://www.studyabroad.iastate.edu) / (515) 294-6792

**Peer Advisor Job Description & Qualifications**

The Iowa State University Study Abroad Center employs returned Study Abroad participants to share their experiences through presentations and special events, advise potential students, and assist in the daily operation of the office. Peer advisors are expected to work for the entire academic year. The position begins a few days prior to the start of fall semester and continues through the end of spring semester. You must be available for approximately eight to ten hours per week, primarily during 8:00am-5:00pm on weekdays. Peer Advisors may also work during the summer if the need exists and their schedule permits. Any Study Abroad returnees looking for an opportunity to share their experiences, promote study abroad, and gain skills in a diverse and international office are encouraged to apply.

**Typical Duties and Responsibilities:**

* Lead study abroad presentations to classes, learning communities, clubs
* Advise students individually on program options
* Promote study abroad through special programs/events
* Respond to specific questions regarding programs and procedures, etc.
* Assist in the administration of specific study abroad programs as assigned
* Lead pre-departure orientation workshops along with full-time staff
* Special projects involving recruitment,
* Perform office duties as assigned, such as:
  + Take passport/visa photos
  + Answer phone, route calls, and schedule appointments for staff
  + Photocopy and assemble materials

**Required Qualifications:**

* Full-time ISU undergraduate student status
* Study/work abroad participation during college

**Required Competencies:**

* Strong oral and written communication skills
* Excellent customer service and a determination to find solutions
* Basic computer skills (Microsoft Office and Outlook)
* Ability to work both independently and with a team
* Self-motivated and dedicated to high-quality work
* Ensure student privacy (FERPA)

**Preferred Skills**

* Advising/mentoring experience
* Public speaking and presentations
* Graphic design and/or video production experience (Adobe Creative Suite)
* Computer coding
* Marketing/advertising experience, especially in social media
* Data analytics, proficiency with Excel
* Familiarity with ISU departments including Residence, Financial Aid, Career Services, as well as others and knowledge of the range of academic departments and majors offered at Iowa State