

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: William V. Weber Program in Study Abroad
POSITION: Peer Advisor
SUPERVISOR(S): Study Abroad Advisor
PURPOSE / ROLE: Advises students on study abroad programs.
QUALIFICATIONS: Be an undergraduate student at EIU.
CONTRACT DATE: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

[Click or tap here to enter text.](#)

Manage social media accounts for study abroad. Greet and assist guests at the front desk. Answer the office phone, transfer calls as necessary, and respond to emails sent to the office account. Meet with interested students to advise on study abroad programs and financing options. Follow up with prospective students by e-mail. Plan and host general study abroad presentations for on-campus events. Assist with the bi-annual Study Abroad Fair, as well as pre-departure orientations throughout the academic year. Create promotional items and place them in common areas around campus. Keep the office space organized and clean. Other duties as requested by the Study Abroad Advisor.

18/3/2023