



**Center for International Education**  
Albion College

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**CIE Study Abroad Peer Adviser  
Job Description**

The OCP Peer Adviser (PA) works closely with the Center for International Education (CIE) Director and Administrative Secretary to promote awareness of and encourage responsible student participation in Albion College off-campus programs. In addition to administrative responsibilities, the PA works closely with students in different stages of the study abroad process: exploring options, selecting a program, application, orientation, pre-departure, studying away and re-entry.

PAs work for 10 hours per week, and are paid the standard Albion College student wages.

**Preferred Qualities and Skills:**

- Creativity, problem-solving, and demonstrated initiative
- Ability to work independently, and to take direction
- Ability to organize information, and to present information to others
- Anticipates student needs, and communicates them effectively to others
- Computer skills (Microsoft Office, Google software, Instagram, Facebook, Brits Abroad)

**Preferred Experience:**

- Participation in an Albion College approved off-campus program. Attendance at related OCP orientations.
- Experience in leadership, preferably through Albion College activities
- Experience presenting to mid-sized groups, preferably of peers
- Experience teaching or advising others

**OCP Peer Adviser responsibilities:**

1. Provide administrative support to CIE related to off-campus programs:
  - a. Organize the Global Photo contest
  - b. Manage OCP displays and marketing, including updating program brochures
  - c. Create/ manage social media presence for off-campus programs.
  - d. Suggest improvements to OCP processes, advising resources, web content, and other OCP student resources.
  - e. Maintain and update programs in the Brits Abroad/ Terracotta system
  - f. Support CIE in running the annual study abroad fair
2. Advise OCP students on standard study abroad questions
  - a. Describe the OCP process, procedures, requirements, and answer standard questions
  - b. Discuss program options, guide an evaluation process
  - c. Direct students towards available resources
  - d. Document advising questions and propose standard responses, for inclusion in a PA manual
3. Participate fully in all OCP pre-departure orientation sessions.
  - a. Run the peer-mentor portion of the orientation, including matching students, coordinating training materials, scheduling meetings, and setting expectations for the program
  - b. Organize, develop, and present the OCP pre-departure orientation sessions related to cultural identity and culture shock, in conjunction with Intercultural Affairs.
4. Other duties as assigned