



Center for International Education
Albion College

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International Student Peer Adviser (ISPA)
Job Description

The international student peer adviser (ISPA) works closely with the Center for International Education (CIE) to support and advise Albion's international student body on topics of acclimation to campus life, thriving in Albion's academic community, and navigating the many resources available to international students in the US. In addition to administrative responsibilities, the IPA works closely to coordinate and organization international student activities and communications on behalf of CIE.

IPAs are paid minimum wage, and are expected to work between 10 and 15 hours per week during the school year.

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:

- Knowledge of F or J international student visa rules, requirements, and expectations.
- Have traveled or lived outside of the United States long enough to be "uncomfortable"
- Experience working with newcomers adjusting to a new academic and social setting
- Speak a second language, or have lived in a country where English is not the primary language
- Active in Albion campus life

ISPA responsibilities:

1. In partnership with the Orientation Peer Advisers (OPAs), and during the first month of the fall semester, suggest, develop and lead social and transitional activities to support students' integration to Albion and the United States.
2. Participate in International Student Union (ISU), and share information between ISU and CIE.
3. Provide marketing/ communications support for CIE with the int'l student body
 - a. Create, develop, and disseminate regular communications to the international student body
 - b. Manage the social media presence of CIE re: current international student topics.
4. Provide administrative support to CIE related to international student programs:
 - Suggest improvements to CIE processes, advising resources, web content, and other CIE international student resources.
 - Organize international student participation in the Global Photo contest