



Center for International Education
Albion College

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CIE Orientation Peer Adviser (OPA)
Job Description

The international student peer adviser (IPA) works closely with the Center for International Education (CIE) staff and Director of International Recruitment during the orientation program for new international students. This orientation begins about ten days before the start of classes in August.

International Student leaders are paid minimum wage. However, they receive free room and board from pre-orientation move-in and training until the official start of contract meals, per dates stated on the Peer Adviser Application. You will be expected to arrive on campus the second week of August.

Preferred Qualities:

- Flexibility, tolerance of ambiguity
- Positive attitude, specifically toward cultural adjustment and Albion College
- Problem solving skills
- Able to work independently
- Ability to take direction well
- Empathetic

Preferred Experience:

- 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

IPA responsibilities:

1. Participate fully in all peer adviser training and orientation planning sessions. *Note: the peer adviser’s main focus during the orientation week is to engage with new students and participate in orientation activities.*
2. Participate in airport pickups. Assist international students with check-in to their rooms, finding things on campus, and having their first several meals at Baldwin.
3. Suggest, develop and lead social and transitional activities to support students’ integration to Albion and the United States. Examples from past years: trips to the Bohm, picnics and concerts in the park, sporting events, culture shock sessions, photo scavenger hunts, campus tours, Albion City tour, trips to the bank and post office, etc.
4. Participate in off-campus field trips. Assist students with choosing new products and having a good time.
5. Encourage all new students to participate fully in the orientation, including attending all events, consistently speaking English, and engaging in discussions.
6. Peer advisers who meet Campus Safety requirements may be required to drive vans for airport pickups and orientation activities.