

Apply to become a UCSB EAP Peer Advisor!

The UCSB Education Abroad Program (EAP) has eight paid positions available for student Peer Advisors (PAs) for the 2023-24 academic year. Peer Advisors are the primary contact for students interested in studying abroad through the [University of California Education Abroad Program \(UCEAP\)](#). They will have numerous responsibilities in our department, such as advising prospective UCSB EAP students, planning outreach programs, presenting to various groups of students, and general administrative duties. This is a terrific opportunity to remain involved with UCSB EAP, the international sphere, and to utilize the ideas and skills that you have developed through your experiences abroad.

Job Description

In-person Position

For the 2023-24 year, Peer Advisor duties will be conducted in-person. Peer Advisors also need to be prepared to work in a hybrid mode of in-person/virtual duties when needed and as permitted. In the case duties need to be conducted remotely, this will be done by Zoom, email and phone. PAs must feel comfortable using Zoom.

The UCSB EAP Campus office will hire eight UCSB EAP returnees as Peer Advisors. They will assist with outreach, recruitment, marketing, retention and orientations in addition to a variety of clerical tasks. PAs must be available to work for the **entire academic year** and will earn \$15.50 per hour.

PAs typically work a minimum of 10 hours per week, including a weekly meeting and some evening and weekend hours. Occasionally, they may be asked to work additional hours. Work hours could take place anytime between 8am-8pm.

Peer Advisors are usually required to attend informational meetings, presentations, orientations, and external events when requested. A great deal of professionalism, flexibility, and dedication are required as work schedules may vary each week, and working after regular business hours may be required several times per quarter. Plan to jump right in and start working immediately!

OUTREACH/RECRUITMENT RESPONSIBILITIES (40-50%):

- Provide general and specific information about UCEAP and UCSB EAP to a diverse group of students, staff, faculty, parents, and other parties
- Specialized advising for own host country as well as several other countries
- Specialized advising for own major as well as other academic departments
- Give in-person or virtual classroom, residence hall, and/or club presentations
- Help students select a program and guide them through the application and pre-departure preparation process
- Help advisors prepare for general orientations & country-specific meetings
- Represent UCSB EAP at various campus events such as Parents' Weekend, Open House, Study Abroad Fair, etc.
- Organize returnee and reciprocity social events
- Organize and update UCSB EAP display cases
- Take out large A-frame signs daily
- Table on campus and wear the UCSB EAP Passport Costume for recruitment purposes
- Assist students with completing their applications and host application workshops
- Encourage fellow returnees and reciprocity students to participate in informational meetings and orientations
- Table/attend events during the day/evening, including in Isla Vista
- Help keep UCSB EAP's intake workload flowing smoothly
- Other duties as assigned

CLERICAL DUTIES (50-60%):

- Be the first point of contact for the UCSB EAP Office and make referrals as needed
- Monitor QLess for people wanting to speak to a UCSB EAP representative and respond in a timely manner
- Return phone calls and email inquiries on a daily basis
- Be very knowledgeable on the UCSB EAP/UCEAP websites and UCEAP Portal
- Enter & update information in student databases
- File documents in student electronic folders as needed
- Review student applications and refer them to resources as needed
- Maintain current information in brochure racks, bulletin boards, and other display areas
- Organize and clean the office, including recycling
- Other duties as assigned

Minimum Qualifications

Applicants must have been a previous UCEAP participant. Applicants must have both a knowledge of and interest in furthering the aims of the Education Abroad Program. Peer Advisors should be willing to learn as much as possible about all UCEAP locations and must demonstrate the ability to:

- work with faculty, staff, parents and students and must always represent UCSB EAP in a professional manner, including a mature and courteous attitude, a strict regard for student confidentiality, and a great level of cultural awareness
- work with the reciprocal exchange students and be culturally sensitive
- comfortably speak to large and small groups about UCEAP and UCSB EAP and facilitate discussions both virtually and in-person
- use Canva, Gmail/Outlook, Google Calendars, Google Sheets, Google Docs, and Box for work purposes
- use personal UCSB Zoom account for all EAP-related virtual events and meetings
- be a full-time student registered for at least 12 units for the Fall 2023, Winter 2024 and Spring 2024 quarters (your graduation date must be Spring 2024 or later)

Highly Desirable Qualifications

- Creativity, reliability, attention to detail, willingness to be flexible with work hours, and the ability to take initiative are highly desirable
- Applicants from year-long programs and all majors including the sciences, engineering and economics are encouraged to apply
- Applicants with office work, computer, social media, event planning, and video/graphic editing experience and/or fluency in a foreign language are also highly desirable

Technical Requirements (in instances when UCSB operations are ran remotely)

- PAs must have a working computer, iPad or tablet with a functioning camera and microphone
- Must have a stable WIFI connection and be able to work in an adequate working environment
- Must have a working phone or an application that allows for phone calls
- Must be able to use and download certain applications to phone or computer, including Zoom, Google Voice, social media apps, and others as needed
- Must be able to download UCSB's secure VPN and must have virus protection installed on personal computer

Mandatory Training Dates

- To be eligible for the position, you **MUST** attend all required paid training days that could take place between **Monday, September 25 to Wednesday, September 27** (actual training dates are TBD and could take place on all or only some of these dates)
- Training may take place any time during the dates listed above and could be between the hours of 9am-7pm
- Regular fall quarter shift hours will begin: Thursday, September 28th (first day of classes)

Application Details

The application will be available starting June 6. The link listed in the "Application Procedure" section below will lead to the application.

Application due date: **Sunday, July 30th, 2023 @ 11:59pm PT**

Late applications will NOT be accepted.

Interviews

Only applicants selected for interviews will be contacted.

If selected for an interview, you will be contacted by phone on approximately August 8th-9th.

Interviews will take place: August 17th - August 24th

Interviews will be conducted on Zoom or in person

Application Procedure

Complete the [online application](#) by Sunday, July 30th, 2023 @ 11:59pm PT. The application must be completed in one sitting, and you are required to upload your current résumé. Late applications will NOT be accepted.