Job Title: Peer Advisor

APA coordinates international exchanges, national exchanges, and summer/short-term study abroad programs for LSU students. Peer Advisors are a valuable part of the staff in APA and work to promote global opportunities to the LSU community and to provide support to prospective, current, and returning program participants.

APA is open from 8:00am-4:30pm, Monday-Friday. The front office/reception area is staffed by Peer Advisors. The average work week for a Peer Advisor is 15-20 hours per week. There are some weekends and/or nights throughout the academic year when Peer Advisors may be asked to work as available. The starting pay for a Peer Advisor is based on rules and regulations from LSU’s Human Resource Management Office, currently $7.25.

Duties:

- Respond to student inquiries about programs offered, to include email, phone, and face-to-face communication
- Advise students on global programs available through LSU
- On-campus marketing of global opportunities, to include classroom presentations, staffing tables at freshmen orientations and on-campus events, and assisting in the preparation and implementation of study abroad fairs
- Assist in preparing materials for student, faculty, and parent orientations
- General office duties, to include: answering phones and emails, photocopying, scanning, faxing, scheduling advising appointments, and updating the office calendar
- Deliver documents to other offices on campus

Required Qualifications:

- Enrolled full-time at LSU during the semester(s) for which employment is sought
- People person who will enjoy guiding students through the study abroad experience
- Detail oriented, well organized, able to multi-task
- Strong written and verbal communication skills
- Comfortable making presentations
- Ability to work well with a diverse population of students
- Ability to function as part of a team

Desired Qualifications:

- Willingness to learn on the job and take initiative

Special Notes:

Students who have studied abroad or participated in an APA program (summer, international, NSE) are especially encouraged to apply.