
LSU Academic Programs Abroad Peer Advisor

Academic Programs Abroad (APA) coordinates international exchanges, national exchanges, summer/short-term study abroad programs, and excursions during fall and spring semester. Peer Advisors are a valuable part of the staff in APA and work to promote study abroad and to provide support to prospective, current, and returning program participants.

APA is open from 8:00am – 4:30pm, Monday – Friday. The advising office is staffed primarily by Peer Advisors. The average work week for a Peer Advisor is 10-15 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 \$7.25/hour.

Duties:

- Respond to inquiries about programs offered, to include email, phone, and face-to-face communication
- Advise students on programs available through APA
- On-campus marketing, including class presentations, orientations and other on-campus events, and assist in the preparation and implementation of study abroad fairs
- Design print and online marketing materials
- Prepare 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

Qualifications:

- Enrolled full-time at LSU during the semester(s) for which employment is sought
- Detail oriented, well organized, able to multi-task
- Strong written and verbal communication skills
- Ability to work well with a diverse population of students
- Ability to function as part of a team
- Prior experience traveling, living, and/or studying abroad

Important Dates:

June 2:	Application deadline	August 14:	Fall Peer Advisor Training
June 12-16:	Interviews	August 21:	Fall Peer Advisors begin work
July 1:	Summer Peer Advisors begin work		

How to apply:

Please go to www.lsu.edu/studyabroad to download a Peer Advisor job application. Completed applications should be submitted to APA (103 Hatcher Hall) or emailed to studyabroad@lsu.edu no later than June 2, 2017.