EA Peer Mentor Position Description

Hours:

Peer mentors will work 8-12 hours per week. Peers will work in the EA main office providing one-on-one assistance to walk-in students, assisting the front desk, and doing administrative work. Other hours will be spent doing outreach events and EA activities to which peers are assigned, which does include some evening or weekend time.

Salary:

$9.25 an hour (approx. subject to change)

Reporting:

Peer mentors will report to Deborah McConnell for training, outreach and advisor-support related activities.

Position Responsibilities:

- Be knowledgeable about and able to explain the steps in the study abroad application process.
- Be knowledgeable about and able to articulate the characteristics of and differences between the types of study abroad programs at UMD: Maryland-in programs, short-term faculty-led programs, exchange programs, and approved programs.
- Spend time emailing, meeting, or speaking with individual students to discuss study abroad in general, and direct them to resources such as MyEA, advisors and program materials.
- Be knowledgeable about and able to direct students to scholarship and financial aid information.
- Staffing information tables at events (i.e. orientations, the First Look Fair, OMSE Unity Welcome, etc.), and Study Abroad 101
- Representing the student perspective on study abroad to student organizations, residence halls, and UNIV classes.
- Assisting with outreach activities such as chalking, posting flyers on campus, etc.
- Representing the student perspective at study abroad related events and programs, including pre-departure orientations and study abroad fairs.
- Assisting with the design and maintenance of Education Abroad bulletin boards
- Responding to email inquiries about study abroad
- Utilizing social media to promote study abroad
- Assisting Education Abroad staff with program-specific outreach and programming.
- Assisting staff as needed with various administrative tasks. Some peers may be assigned specific roles (exchanges support, videographer, etc.)
- Making referrals to regional advisors including helping students set up appointments with individual advisors through MyEA.

Qualifications:
• Experience studying abroad as an undergraduate and an interest in international education or significant international experiences (i.e. gap year).
• Commitment to participating in training, attending regular office hours, and attending periodic check-in and training meetings.
• Good academic standing and maintenance of a minimum 2.5 GPA.
• Strong interpersonal, oral, and written communication skills.
• Interest in public speaking and in encouraging peers to study abroad.
• Ability to respond to students’ questions in an accurate, ethical, and professional manner, and a willingness to uphold the policies and procedures of Education Abroad
• Ability to represent the Education Abroad and the University of Maryland in a positive manner.

To Apply:

Complete the peer application and send it along with a current resume to Deborah McConnell at dmlake@umd.edu by May 16th, applications will be reviewed after this date.

Questions? Contact Deborah McConnell at dmlake@umd.edu