



Education Abroad
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Job Announcement Education Abroad – Peer Mentor

Education Abroad seeks enthusiastic and adaptable study abroad alumni to join our team of EA peer mentors. EA peer mentors primarily support EA's outreach efforts, promoting study abroad to the UMD campus community and helping to advance EA's mission to expand access to study abroad. Peer mentors staff EA outreach tables and deliver high-quality presentations focused on helping each audience member follow up on a clear call to action towards study abroad. EA peer mentors also support in-office work in the EA front office and should be comfortable with administrative tasks.

Positions are available starting the following terms and are renewable upon review:

- Summer 2019 with a preferred start date of May 28th.
- Fall 2019 with a start date during the week of August 19th.

Position Responsibilities:

- *Outreach*
 - Deliver study abroad presentations to classes, student groups, etc.
 - Follow up with prospective students after outreach events.
 - Participate in panel discussions, representing Education Abroad and a study abroad alumni perspective.
 - Distribute information about study abroad programs, events and activities through flyering and chalking.
 - Staff the EA information tables at campus events (i.e. orientations, the First Look Fair, OMSE Unity Welcome, etc.),
- *General Advising Support*
 - Deliver introductory workshops as part of EA's Study Abroad 101 program to orient students to the study abroad process and available resources.
 - Offer walk-in general advising support to students who visit the EA office.
 - Answer questions from students, parents and other constituents over e-mail and the phone, directing them to resources such as MyEA, advisors and program materials.
- *Front Office & Administrative Tasks*
 - When needed, sit at the front desk, directing inquiries, answering phones and checking in students and other guests for appointments with EA staff.
 - Receiving, organizing, uploading and filing documents in EA's online application system and paper copy filing system as needed.
 - Take monthly inventory of EA materials and notify appropriate EA staff when a reorder is necessary.
 - Completing project-based tasks assigned by EA staff as needed.
- Other duties as assigned.

Qualifications:

Required

- Experience studying abroad or significant intercultural experience.
- Good academic standing (GPA of 2.0 or higher)
- Excellent oral communication skills with demonstrated experience delivering high quality presentations.
- Strong interpersonal skills.

- Resourcefulness and ability to independently identify needed information to complete a task
- Commitment to diversity and inclusion.
- Commitment to upholding EA's professional standards and complying with policies and procedures.

Preferred

- Creativity
- Experience working in an office setting or with administrative responsibilities
- Ability to staff after hours outreach events when needed.

Hours:

20 hours per week

Salary:

\$10.10 per hour

To Apply: Please submit a [completed online application](#), which includes an upload of your current resume. You will need to use a gmail or umd.edu e-mail account in order to submit this application. For best consideration apply by May 8.