The Office of Global Opportunities (OGO) is seeking qualified students to work as peer advisors in our office. Successful applicants will begin in the position at the start of fall semester 2016 and continue through to the end of spring semester 2017. Successful applicants will be required to participate in peer advisor training on campus the week (w/c August 15, 2016) before the start of fall semester. **This is non-negotiable.** Peer advisors work approximately 8-10 hours per week, including occasional evening and weekend hours, during the academic semester (excluding final exams week) and will earn minimum wage.

**Peer Advisor’s Main Responsibilities:**
- Provide information to students about international and off-campus opportunities (study, internship, volunteer, and work) during walk-in advising hours (1-4 p.m.). This includes speaking to students about general international and off-campus opportunities at Ohio University and elsewhere, providing resources and guidance on how to research various opportunities, describing application and other procedures, and assisting students with individual problems.
- Promote the benefit of international and off-campus opportunities (personal, professional, academic, and cross-cultural) to students to encourage participation.
- Present general global opportunities information to classes, residence halls, and student organizations.
- Speak during orientation sessions to help prepare students for their off-campus experiences.
- Assist with taking applications and paperwork and answering student questions.
- Assist in keeping the office resource library up-to-date, well-stocked and accessible to students.
- Assist in keeping advising materials up-to-date.
- Create new handouts and advising materials as appropriate.
- Complete other tasks assigned by supervisor, as appropriate.

**Peer Advisor Qualifications:**
- MUST be available to work fall AND spring semesters 2016-17.
- MUST have a past international and/or off-campus experience (study, work, volunteer, intern, travel or cross cultural experience).
- Must have public speaking experience (class work or otherwise).
- Must be in good academic standing. Preference given to students with a cumulative GPA of 3.0 or higher.
- Must have a willingness to create and promote a welcoming office environment.
- Must possess strong listening and verbal communication skills.
- Must have the flexibility to deal with a variety of people and situations.
- Must possess the ability to work well with a team of individuals.
- Must display professionalism and provide effective customer service skills.
- Must have strong time management skills required.

**Application Process:**
Interested students should submit all the following application materials by 5pm on Friday, April 1, 2016:
- Completed Peer advisor application form
- Submit a typed essay, 1-2 pages, double spaced, answering the following questions: What is your motivation for applying for this position? What skills and experience would you bring to the position and the peer advisor team? What are the major benefits of having a cross-cultural, off-campus experience? Describe your cross-cultural, off-campus experience and how it has impacted you.
- Tentative fall semester 2016 class schedule.

Complete applications will be reviewed after the application deadline. Finalists will be invited to interview (interviews by skype can be arranged for finalists currently studying abroad). All applicants will be notified of their status by e-mail.

Questions about the position and selection process, and completed applications, can be emailed to Global Opportunities’ Peer Advisor Coordinator, Cherita King, kingc8@ohio.edu

Completed applications can also be submitted to:

**Office of Global Opportunities**
Walter International Education Center
15 Park Place, Athens
Tel: 740-593-4583
Fax: 740-593-9758
Peer Advisor Application 2015-16
Office of Global Opportunities, Ohio University

PLEASE PRINT LEGIBLY.

Applicant name: ____________________________________________________________

OU email address: _____________________________________________ PID: ______________

Date of birth: ____/____/____  Gender: (circle one)  M  F

Local address: _____________________________________________________________________________

Street                  City                  State                  Zipcode

Cell phone: (_________)___________________________________________

Permanent address: _____________________________________________________________________________

Street                  City                  State                  Zipcode

Current class rank: (circle one)  FR  Soph  Junior  Senior  M.A./M.S.  PhD

College of enrollment: _____________________________________________ Cumulative GPA: ________________

Major(s): _____________________________  Minor(s): _____________________________

Expected semester of graduation: _____________________________, 20____

Are you a US citizen or permanent resident alien?  YES____  NO____

Previous off-campus, study abroad & overseas travel experience (attach additional sheet if necessary):

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<thead>
<tr>
<th>Country</th>
<th>Length of stay</th>
<th>Activities (travel/study/etc.)</th>
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Relevant Leadership, Volunteer, or Work Experience (or attach a resume):

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<th>Dates</th>
<th>Organization</th>
<th>Your Title</th>
<th>Responsibilities</th>
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Foreign Language Experience:

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<tr>
<th>Language</th>
<th>Years in High School</th>
<th>Semesters in College</th>
<th>Most recent College Course</th>
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Please rate yourself in the following skill areas:

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<tr>
<th>Skill</th>
<th>No experience yet</th>
<th>Some experience</th>
<th>Lots of experience</th>
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<tr>
<td>Leadership experience</td>
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<td>Public speaking</td>
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<td>Advising peers</td>
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<td>Time keeping</td>
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<td>Written communication (developing informational handouts, email announcements, newsletter articles, etc.)</td>
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<td>Office and administrative experience</td>
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<td>Project management</td>
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<td>Use of MS Word and Excel for Windows</td>
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</table>

Please give us the names of two individuals (instructors, academic adviser, employer) who can best speak about your qualifications for this position and are willing to be contacted for a reference:

Name: _______________________________________  Name: _____________________________________
Position/Title: _________________________________  Position/Title: _________________________________
Daytime Phone: (_______) _______________________ Daytime Phone: (_______) _______________________
Email Address: ________________________________  Email Address: _______________________________

Ethnic Origin (optional question - circle all that apply):
- African-American
- American Indian/Alaska Native
- Asian-American/Pacific Islander
- Hispanic-American
- White, non-Hispanic
- Multi-racial
- Foreign National

How did you find out about the Peer Advisor Position (circle all that apply):
- OGO website
- OU website
- E-mail
- OGO Staff
- Friend
- Other: __________________________

Are you eligible for a work study position through the University? __________


I certify the answers in this application are true, to the best of my knowledge.
Applicant Signature: _______________________________  Date: __________________, 20____

Ohio University is an Equal Opportunity/Affirmative Action Employer.