

Today's date: December 21, 2007

Application deadline: January 12, 2008

Start date: January 24, 2008

Department Description: Center for International Education (CIE), Office of Overseas Programs and Partnerships (OPP). OPP is the University of Wisconsin-Milwaukee office providing services to all students planning to study abroad.

Position opening(s): Peer Study Abroad Advisor *The office is looking for mature and motivated students who can make at least a one year commitment to the office, through the end of fall semester 2008. This is a good opportunity for pre-professional training in the field of International Education.*

(NOTE: there is a one month probationary period and periodic performance reviews)

Hours: Part Time and flexible, up to 30 hours per week in the summer and between 15-20 hours per week during the semester

Wage: \$8/hour, Federal Work Study preferred

Job qualifications

Required: Microsoft office skills (Word, Access and Excel); excellent public speaking and written communication skills, knowledge about international education, geographical locations and travel logistics; good academic and disciplinary standing at UWM

Preferred: Advising, teaching, tutoring or mentoring experience; proficiency in a foreign language; prior study abroad experience or time living overseas, people skills with a lively outgoing personality, attention to detail

Job description

The Overseas Programs and Partnerships office has a fast-paced environment with multiple projects and programs. The Peer Study Abroad Advisor is given a high level of responsibility for many different tasks that support and promote overseas programs. Tasks include: initial advising on study abroad opportunities, making classroom visits, staffing informational tables on campus, assisting international exchange students, maintaining the study abroad library, organizing the annual UWM Open House, planning the bi-annual Study Abroad Fair, preparing for program orientations, providing administrative assistance such as data entry, filing, answering telephone and E-mail inquiries, and processing international student identification cards.

Application process

→ Application forms are available in the OPP office, Pearse Hall, 166; and via the Overseas Programs website

→ Application Deadline: Turn in *application form, cover letter, and resume* to Pearse Hall, Room 166, by Wednesday, January 12, 2008 (*please address cover letter to Mr. David Engberg, Director of Overseas Programs and Partnerships*)

→ Finalists for the position will be contacted in mid January for a brief interview

→ Starting date for this position: **Monday, January 24th, 2008**

Contact information

UWM Overseas Programs and Partnerships

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