The International Studies (IS) Major Peer Advisor is an integral part of the IS advising team, providing one-on-one and small-group advising to prospective and declared IS Majors. Peer Advisors share information about classes and resources on campus through workshops and advising sessions, and assist the Advisors with other projects as needed. Additionally, they may also devote a portion of their time to an independent project that serves the IS Major and reflects their own professional development goals. Previous examples include a Pre-Law-specific newsletter for International Studies Majors.

Being a Peer Advisor is a great opportunity to develop transferable leadership and communication skills. A key aspect of this position is communication as the Peer Advisor is responsible for one-on-one advising, marketing and presenting workshops. Applicants must be capable of working autonomously and be comfortable taking initiative to start new projects, streamline processes, and contribute to the overall improvement of the IS Major.

COMMITMENT: This position begins in May 2018 and continues through the following academic year, with possibility of extension into subsequent academic years. The Peer Advisor will work approximately 3-4 hours/week with the current Peer Advisor for the duration of the Spring 2018 semester with hours scheduled between 9:00 am and 5:00 pm Monday through Friday. The purpose of your work in Spring 2018 is to shadow and train with the current peer advisor. If you are abroad, this training will occur via Skype. For the Fall 2018 semester, the Peer Advisor will work 8-10 hours/week in an independent capacity.

COMPENSATION: Starting hourly wage is $10.25

RESPONSIBILITIES WILL INCLUDE THE FOLLOWING:
Work with the International Studies Major (ISM) and IRIS to provide friendly, professional, and timely office support that includes but is not limited to the following tasks:

- After training with current peer advisor and ISM advisor, run 13 workshops per semester.
- Hold Drop-in Declare sessions for prospective students (as-needed).
- Hold drop-in and scheduled peer-advising hours.
- Answer student queries and direct those seeking advising via email or in-person.
- Assist the ISM Advisor in publicizing programs and arranging logistics.
- Maintain the ISM website (WordPress), including writing blog posts, updating event information, and creating alumni profiles.
- Participate in ISM outreach activities (e.g., Majors Fair) and meet with prospective students.
- Direct students to UW-Madison support services such as IAP, IIP, L&S Successworks, etc.
- Maintain the Mail Chimp database.
- Assist the ISM Advisor with maintaining course lists.
- Assist the ISM Advisor with event planning and publicity; include flyer design.
- Assist the ISM Advisor with planning the May commencement celebrations.
- Other duties as assigned.
THE SUCCESSFUL CANDIDATE WILL:

- Be able to manage multiple projects simultaneously.
- Possess attention to detail and strong organizational.
- Have strong intercultural communication skills.
- Have strong written communication abilities.
- Have experience and comfort with Microsoft Office software.
- Be familiar with the WordPress platform and Facebook.
- Be friendly, timely, able to learn, and interested in helping with new tasks.
- Commitment to inclusiveness and confidentiality.
- Ability to work independently and as part of a team.
- Demonstrated initiative and creativity.

PREFERRED QUALIFICATIONS:

- Declared International Studies Major in good standing, who has studied at the UW-Madison for at least two semesters by the end of the Spring 2018 semester.
- Understanding of and/or willingness to learn about Letters and Science breadth requirements, general education requirements, how to read DARS reports, along with requirements of the International Studies major.
- Ability to work with a broad range of undergraduates and transfer students from many different cultural, economic, and ethnic backgrounds.

TO APPLY: Submit a cover letter, resume, and contact information for three references as ONE PDF to molly.donnellan@wisc.edu. Emailed applications only. If you are currently studying abroad, we are happy to schedule a Skype interview.

UW Madison is an equal opportunity employer.

DEADLINE: Monday, April 23rd, 2018

NO APPLICATIONS BY HARD COPY; EMAILED APPLICATIONS ONLY PLEASE