International Peer Advisor Position Description
The Office of Undergraduate Advising, School of Business
Spring 2019 Hiring Cycle

Job Description and Requirements

The School of Business Office of Undergraduate Advising is seeking energetic students to work part-time for the 2019-2020 academic year. Duties will include heavy interaction with first year international students, advising of current students, presenting to groups of students, and working closely with the advising staff. Responsibilities will include advising students during weekly Open Advising hours, mentoring a UNIV 1800 class for School of Business first year international students, assisting Academic Advisors with developing programs for international students, presenting at Open Houses and New Student Orientations (must be available for International Student Orientation in August 2019), serving as a resource for international students, helping international student with navigating the university system, assisting with special projects, and other duties as assigned.

Requirements include:
- Must be a current undergraduate business student
- Must have at least a 3.0 cumulative GPA
- Must have completed at least one full-time term in the School of Business and at least two-full time terms at UConn before the start of the Fall 2019 (summers and intersessions are not considered a regular term)
- Commitment to the position for Spring 2019, Fall 2019, and Spring 2020
- Must be available for International Student Orientation in August 2019
- Genuine interest and concern for the transition and progress of first year students
- Strong verbal communication and presentation skills
- Ability to use discretion and keep information confidential
- Ability to work in a fast paced environment
- Commitment to learning and fully understanding the academic procedures and policies of the University, the School of Business, and the Office of Undergraduate Advising
- Ability to exercise good judgement in determining when to refer a question or situation to others
- Willingness to occasionally work weekend and evening hours

The International Peer Advisor position is a one year appointment and students are expected to commit to work Spring 2019 (3-5 hours a week for training in second half of semester), Fall 2019 (8-10 hours per week), and Spring 2020 (8-10 hours per week). If you have questions please contact Kristin Glinzak at Kristin.glinzak@uconn.edu.