Job: International Studies Major Peer Advisor

Pay: $10.25 per hour
Posted: 03/14/19
Deadline: 03/25/19

Number of Positions: 1

Employer: International Studies Major/ Institute for Regional and International Studies (IRIS)
Unit: International Division
Location: 333 Ingraham Hall

Contact Information:
Name: Molly Donnellan
Email Address: molly.donnellan@wisc.edu
Primary Phone: 608-262-8431

Hours:
8-10 hours per week.

Employment Dates: This position is for the academic year 2019-2020. The job will start the week before Fall semester begins.

Responsibilities will include the following:
• Run at least 13 Introduction to the International Studies Major Workshops per semester.
• Hold 3-4 hours of walk-in advising per week.
• Conduct an independent project that serves the IS Major and supports your own professional development goals.
• Answer student queries by email, phone, and in-person.
• Assist the ISM Advisor in publicizing programs and arranging logistics.
• Maintain the ISM website (WordPress) by writing blog posts, updating event information, and creating new content as needed.
• Participate in ISM outreach activities (e.g., Majors Fair, Your UW Days, Career Conversations, etc.)
• Meet with prospective college students interested in UW Madison/International Studies.
• Be familiar with campus resources such as IAP, IIP, L&S Successworks, etc.
• Assist the ISM staff with publishing semester course lists.
• Assist the ISM staff with event planning and publicity; include flyer design.
• Assist the ISM staff with planning the May graduation reception.
• Other duties as assigned.
The successful candidate will:

- Be able to manage multiple projects simultaneously.
- Possess attention to detail and strong organizational skills.
- Have strong intercultural and interpersonal skills
- Have strong spoken and written communication skills.
- Have experience with Microsoft Office software.
- Be familiar with the WordPress platform and social media outreach.
- Be friendly, timely, able to learn, and interested in helping with new tasks.
- Ability to work independently and as part of a team.

Preferred Qualifications:

- Declared International Studies Major in good academic standing.
- 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.

Academic success is our priority; students must have a 2.5 GPA or higher to apply.

Application Process:
Email a cover letter, resume, and contact information for three references as ONE PDF to molly.donnellan@wisc.edu.

The application deadline is 03/25/19

If you are currently studying abroad, we are happy to schedule a skype interview.

UW Madison is an equal opportunity employer.