



**Leadership Opportunity: Volunteer Peer Advisor  
Office of International Education**

**Appointment:** 6 weeks, Fall Semester [mid-August to end of September] or Spring Semester [mid-January to end of February]

**Hours:** Approximately 10-15 hours during the week of international student orientation. Typically 2-4 hours per week during first 6 weeks of the semester; hours can be negotiated.

**Pay:** Volunteer position; meals and expenses covered with advance approval

**Job Description:** The International Education Peer Advisor helps incoming CLA international students as they integrate initially on the Willamette University campus. During orientation week, peer assistants will help with airport pick ups, initial housing assistance, and the 2-day orientation program. Meals during orientation will be provided by the office for peer advisors.

Once orientation is completed, peer assistants will be responsible for checking in with students during the first weeks of the semester and should plan at least one excursion or event for student participation before the end of the 6-week program. Possible activities include (but are not limited to) a trip to Portland or the beach, a coffee shop visit, or attending a campus event together. If approved in advance, expenses for vans and peer advisor expenses will be covered by the Office of International Education. Additionally, peer advisors should arrange to meet students for an on-campus meal or coffee at least once during the program. Peer advisor meal/coffee costs will be covered by the office if approved in advance. International students will cover their own costs for events.

It is hoped peer advisors will be mentors and friends to new international students as they settle into academic and campus life at Willamette University.

**Required qualifications:** The International Education Peer Advisor should generally be interested in getting to know students from other countries studying at Willamette University and should be well-versed on campus resources and academic opportunities. In fall, peer advisors are expected to be available from mid-August, approximately eight days before the start of classes; peer advisors living on campus will be allowed to move into their rooms early. In spring, peer advisors will need to arrive to help during the weekend preceding spring semester classes.

Peer advisors should be willing to be contacted by students and should have a high degree of responsibility and commitment for the 6 weeks of the program. Students should be comfortable with and able to drive university vehicles and must be in good standing academically. Students who have studied abroad and experienced international students are encouraged to apply and share their own experiences adjusting to a new culture.

Questions? Contact Chris Andresen [mail to: [candrese@willamette.edu](mailto:candrese@willamette.edu)], OIE Associate Director.

**Deadline:** To be considered, please complete a Peer Advisor application by March 1 (for fall) or December 1 (for spring) and return to the Office of International Education, Matthews Hall.

**Application: Volunteer Peer Advisor  
Office of International Education**

Please print legibly or type. If we can't read your writing, we can't offer you an opportunity! Feel free to reproduce this form on a computer using a Word document.

Please indicate semester for which you are applying:

- Fall Semester (mid-August to end of September)
- Spring Semester (mid-January to end of February)

**Name:**

**Email address:**

**Phone #:**

**Best times to call:**

**WU Student i.d. #:**

**Expected year of graduation:**

**Will you live on or off campus in fall? If on campus, please tell us your address if you already know it:**

**If applicable, time and location of study abroad experience(s):**

Please answer the following questions (500 words or less). Please type your responses and attach to this application.

- 1. Why do you want to be a peer advisor?**
  
- 2. What qualities or abilities do you have that you think will be useful as a peer advisor?**
  
- 3. What do you think the biggest challenges will be for an international student coming to Willamette University?**

Thank you for your interest! Remember, applications are due by March 1 (for Fall) or December 1 (for Spring).