



Position: International Education Peer Advisor
Classification: Part-time
FLSA Status: Non-exempt

Apply by July 9, 2017

Preferred Hire Date: August 1, 2017

JOB GOAL:

To advance the college's mission, vision, principles, values and strategic initiatives through continuous improvement decisions.

GENERAL JOB SUMMARY:

This position is for a full-time or part-time degree seeking student at Kirkwood. This position can be part-time or work-study. Under limited supervision, provide support to the operations of Kirkwood International Programs by assisting the International Programs team and working on projects as determined by the International Programs staff. Responsibilities include assisting with various office functions associated with the everyday operations of International Programs, facilitating recruitment activities in person around Kirkwood's campuses as well as virtually utilizing social media, contacting potential applicants, hosting short-term program groups, and assisting in database entry. This position requires cross-cultural awareness, excellent customer service skills, independent judgment, problem-solving and decision-making skills, strong organizational skills, excellent communication skills, good computer skills. The position requires a high standard of confidentiality and professionalism.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Communicate via phone, in-person and social media communication to students, faculty and staff involved in international programs including study abroad students, study abroad faculty, international students, international applicants and general Kirkwood community
- Help recruit and assist students involved in study abroad by planning, organizing and facilitating recruitment sessions such as classroom visits and tables
- Help recruit and assist international students applying to Kirkwood through the basic application process
- Contact applicants of study abroad programs and international students via phone, email, social media, and text messaging to assist them with the application process
- Develop new ways to contact students including social media campaigns, etc. Advise staff on best ways to communicate with students.
- Hold consistent office hours and attend team meetings and other functions
- Assist the International Programs Team on office tasks, particularly entering data into Terra Dotta databases
- Serve as host and/or driver for visiting student groups
- Assist with events, activities and international programs
- Perform other related work duties as assigned

PERFORMANCE EXPECTATIONS:

- Must possess a strong customer service attitude.
- Must possess effective time management and organizational skills
- Be able to work effectively in both an individual role involving independent judgment, as well as in a team role involving shared input and decision-making.
- Ability to access, input and retrieve information from a computer for word processing and database management (Terra Dotta)
- Must have excellent human relation, communications, and problem solving skills.
- Must have the ability to get along with diverse personalities.
- Be able express oneself clearly and effectively in oral and written form

GENERAL PHYSICAL ACTIVITIES WITH OR WITHOUT A REASONABLE ACCOMMODATION:

Position involves working in an office setting. Constant (67-100%) standing conducting presentations or standing at tables, pushing, pulling and grasping. Frequent (34-66%) reaching and viewing a computer and other types of close visual work. Constant (67-100%) sitting, walking, repetitive motion, talking and hearing.

The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

MINIMUM QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

- Must be a full-time or part-time degree seeking student at Kirkwood Community College who is in good standing academically and with the Dean of Students office
- Must be able to work consistent schedule during semester (some time during normal office hours of 8 am to 5 pm)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS REQUIRED:

- N/A

PREFERRED QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Plans to stay at Kirkwood for at least one full academic year (fall and spring semester)
- Willingness to work evening hours as requested (rarely)
- Able to work in the summer for summer orientations and other projects
- Completed a study abroad experience (short term or semester) at Kirkwood Community College
- Public presentation skills or experience
- Drivers License and ability to drive student groups to events via 7- or 15-passenger van in Kirkwood Fleet
- Recommended by a Kirkwood study abroad leader and/or Kirkwood faculty member