

After reviewing the job description below, complete the application form and return it with your application on Handshake or send it to [abroad@msu.edu](mailto:abroad@msu.edu) with "Peer Advisor Application" as the subject. You must submit an application on Handshake to be considered for the position.

## Benefits of Peer Advising



## Position Summary

Education Abroad Peer Advisors provide peer-to-peer advising, student outreach, active recruitment, and general clerical support. They work in the Office for Education Abroad Advising Center answering questions for parents, students, faculty and staff. Peer Advisors (PAs) are expected to attend campus events as representatives of the Office for Education Abroad, such as classroom presentations, Admissions events, MSU College Fairs, etc. In addition, Peer Advisors assist program leaders at information meetings and give presentations to audiences potentially interested in education abroad opportunities.

## Expected Work Schedule

Peer Advisors should have availability in 2-hour blocks (or more) Monday through Friday any time between 9 am and 7 pm, with at least 4 hours available to work in the Advising Center (M-F, 11 am to 4 pm). Each Peer Advisor is expected to work a minimum of 10 hours per week at least two days per week. Occasional weekend events may also be required.

## Position Education and Experience

### REQUIRED

- Registered student at Michigan State University
- Current or past participant in a university-level, credit-bearing education abroad program
- Availability to work 10 hours per week between 9 am and 7 pm Monday through Friday, occasional weekends
- Work commitment for the 2026-27 academic year (Fall 2026 and Spring 2027)
- Strong communication and public speaking skills
- Basic computer skills including word processing, e-mail, and spreadsheets
- Enthusiasm for education abroad and its value
- High degree of professionalism

### DESIRED

- Public speaking experience
- Strong attention to detail
- Flexibility and solid time management skills
- Experience with other cultures and intercultural situations
- Experience in non-traditional locations
- Familiarity with social media
- Participation in experiential programs such as international internships, research, and service-learning

## Application Deadline

Completed applications must be submitted with your Handshake application or emailed to [abroad@msu.edu](mailto:abroad@msu.edu) no later than **5:00 pm on March 27, 2026** for positions beginning in Fall 2026. All applicants must submit an application in Handshake to be considered. Interviews are expected to take place in mid-April.

## Applicant Information

Name

Current U.S. address

City  State  Zip

Phone (cell)  MSU e-mail

Major(s)

Minor/specialization(s)

Status next year  FR  SO  JR  SR  GR Expected graduation date  /   
mm yyyy

Est. availability (hrs/week)

Education abroad program(s) in which you participated (include location, year, and semester):

	Program Title	Location (Country)	Year & Semester
1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>	<input type="text"/>
4)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous work experience: Start by listing your most current position.

	Employer Name	Position Title
1)	<input type="text"/>	<input type="text"/>

	Employer Name	Position Title
2)	<input type="text"/>	<input type="text"/>

Briefly comment on your previous work experience and skills brought to the Peer Advisor position:

## Questionnaire

Briefly answer the following questions and be sure to highlight any skills or knowledge that relates to the responsibilities of the Peer Advisor position.

1) Why are you applying for the Peer Advisor position?

2) In what ways has your education abroad experience impacted your life?

3) Will you be involved in other campus or community organizations next year? If so, please explain.

## Digital Signature

I certify that my answers are correct and complete to the best of my knowledge. I agree that by typing my name below, I am electronically signing my application.

**Digital Signature**    Please type your full name

**Date**

/  /   
mm / dd / yyyy