Now Hiring: International Center Summer Orientation Peer Advisors

The International Center (IC) hires Orientation Peer Advisors (graduate and undergraduate students) to assist with new international students who will begin their studies at University of Michigan (U-M) - Ann Arbor Fall 2021. In the process, you can expect to improve your communication skills, work with a team, help new international students ease the transition to a new environment, and make some friends -- all while getting paid!

Not sure what the International Center’s summer orientation is like? You can learn more about it by reviewing last year’s program information [1].

Available Positions

- **Summer Orientation Peer Advisor** (multiple positions available)
- **(New for 2021) Digital Content/Social Media Orientation Peer Advisor** (one position available)

Eligibility (All Positions)

To be eligible, you must be an international student in a degree program and be enrolled during the Fall 2021 term. International alumni who have already graduated are not eligible to apply.

Training and Debrief Meeting (All Positions)

Orientation work will take place in July, August, and potentially be extended to early fall in order to assist new international students who arrive late.

We plan to conduct a virtual training in early July. Peer advisors are also expected to attend a debrief meeting after orientation ends.

Major Job Responsibilities

**Summer Orientation Peer Advisor Position**

Duties and Responsibilities

- Prepare for and lead/co-lead virtual orientation workshops, including advanced meetings with workshop
presenters (usually fellow peer advisors). Workshop assignments for peer advisors will be assessed based on your qualifications and experiences. Workshop topics are related to life in Ann Arbor and being a student at U-M. Potential topics include:

- Things to do in Ann Arbor
- Social justice in the United States
- Getting involved on campus and making friends
- Finding a job on campus
- Buying a car
- Communicating and working with academic/research advisors
- Cultural differences in the classroom
- Healthy relationships
- Banking
- Safety in Ann Arbor
- Housing
- Shopping
- Transportation
- GSI & GSRA opportunities & experiences
- Setting up household utilities
- How to navigate Canvas

- Staff a virtual or in-person “Welcome Desk,” through which you will greet and welcome new international students and scholars, and provide information about Orientation workshops, social events, International Center services, and U-M and Ann Arbor services and resources.
- Facilitate virtual “Ask Me!” presentations at which new international students will be able to ask questions, learn about campus resources, and make connections.
- Make short videos about your experiences as international students, such as these.
- Contribute to the International Center blog with posts describing your personal experiences with making the initial adjustment to life at U-M and in the U.S. - academically, socially, and otherwise.
- Plan and lead informal social events for new students and scholars, which would follow all University of Michigan and State of Michigan COVID-19 safety guidelines.
- Share your experiences and suggestions with IC staff as we develop and implement programs for new international students and beyond to ensure that programs meet the interest and needs of international students.

**Digital Content/Social Media Orientation Peer Advisor**

We are seeking one orientation peer advisor who will have responsibilities that focus on digital content creation and social media management for the International Center before and during International Orientation. Interested candidates should be prepared to share examples of past work, including social media handles, short videos, and/or flyers. The Digital Content/Social Media Orientation Peer Advisor will also assist with some of the other duties of the Summer Orientation Peer Advisors, such as presenting workshops, helping with the Welcome Desk, and/or assisting with orientation social events.

**Duties & Responsibilities**

- Manage the International Center’s social media accounts during orientation (Instagram and Facebook), including creating original and creative stories and posts.
- Design creative flyers and social media posts.
• Create short videos pertaining to your experience as an international student (such as these [2]) and possibly assist other peer advisors with video editing.
• Contribute to the International Center blog [3] with posts describing your personal experiences with making the initial adjustment to life at U-M and in the U.S. - academically, socially, and otherwise.
• Other Summer Orientation Peer Advisor duties as described above including presenting virtual orientation workshops, leading social events for new students, etc.

Required Qualifications (All Positions)

• Very reliable and punctual. Able to meet the time commitments for this position.
• Excellent listening, verbal communication, and interpersonal skills.
• Have access to a computer and a reliable internet connection.
• Comfortable speaking and answering questions in front of a web camera.
• Comfort with images and video of you being posted on International Center platforms (for example: recordings of presentations posted to YouTube or social media).
• Very familiar with U-M, U-M services, and Ann Arbor.
• Comfortable talking about your own experiences and the adjustments you had to make when you came to U-M and to the U.S.
• Strong teamwork and problem-solving skills.
• Able to take initiative and work independently while meeting deadlines.
• Enjoy working with people from different cultures and backgrounds.
• For Digital Content/Social Media Position:
  ▪ Experience creating original and creative content for Instagram and Facebook (including posts and videos).
  ▪ Experience creating professional flyers using programs such as Canva, Photoshop, or InDesign.

Compensation, Work Schedule, and Location (All Positions)

Compensation:

• Peer advisors will receive $12/hour and are anticipated to work around 5-10 hours per week.
• Please note the tax implications for international students who are employed by U-M remotely remain the employee’s responsibility. U-M will not provide direct deposit internationally and will not mail checks outside the U.S.

Work Schedule:

• Most work will take place between 8:00 a.m. and 5:00 p.m. (Eastern Time Zone in the U.S.), although some evening or weekend work may be necessary to accommodate international students in different time zones.

Location:

• Most work will be done virtually; however, peer advisors may be asked to assist with some in-person events, including staffing a potential Welcome Desk in the International Center and planning and leading social events that follow COVID-19 safety protocol.
Application Process and Deadline (All Positions)

Applications will be reviewed on a rolling basis. Selected candidates will be invited for a virtual interview.

- Submit your application [4] by Monday, May 31 at 11:55pm EST.

If you have any questions, please email icenter@umich.edu [5].

Source URL: https://internationalcenter.umich.edu/now-hiring-international-center-summer-orientation-peer-advisors

Links
[1] https://internationalcenter.umich.edu/events/orientation-workshops
[2] https://www.youtube.com/playlist?list=PLCzaE7S5VRsC1R4ZXT-yH0sX7Uui_68cs
[4] https://docs.google.com/forms/d/e/1FAIpQLSeAinOu6-R3wRPy5sqphBHKzgH8TQckHm3b1iDNKA8hyCKIQ/viewform?usp=sf_link
[5] mailto:icenter@umich.edu