

SAE Peer Advisor Internship Internship Description

This position is open to all students who have studied abroad or away through Chico State Study Abroad & Exchange (SAE) programs (CSU IP, Exchange, Faculty-Led Programs, USAC, AIFS and/or NSE), and who will continue to be enrolled at Chico State during the duration of the role. This position's primary duty is to support students with program and/or location decisions, applications, visas, and general program-specific information under the guidance and support of the SAE Coordinator. This position will closely collaborate with team SAE, which includes professional staff of advisors, Marketing & Outreach (M&O) interns and other peer advisors. Students must meet the required number of hours (45 hours per unit – up to 3 units) to receive credit for this internship.

Responsibilities:

- Stays informed on all program updates Chico State programs (CSU IP, Exchange, Faculty-Led Programs, USAC, AIFS and/or NSE) to provide accurate information to students.
- Conducts weekly office hours dedicated to peer advising and is available for occasional evening and weekend support with special events and projects.
- Supports team SAE in answering and guiding students with inquiries regarding study abroad and exchange programs and processes.
- Attends weekly team SAE meetings.
- Collaborates with team SAE with marketing and outreach by attending and leading (in-person/hybrid and virtual) efforts such as info sessions, classroom presentations, fairs, pre-departure orientation, workshops, international and campus events, podcast development, etc.
- Participates in the International Wildcat Program (IWP) to foster diverse, equitable and inclusive cross-cultural spaces.

Requirements:

- Currently a Chico State student who has studied abroad/away through Chico State programs.
- Leads with professionalism and compassion
- Passion for global and cross-cultural opportunities.
- Basic administrative skills (e.g. typing, basic computer applications, etc.).
- Solid organizational skills and an ability to prioritize tasks and deadlines.
- Strong skills in problem-solving, self-motivation, attention to detail and reliability.
- Flexibility and autonomy to work independently, and in collaboration with others.
- Excellent verbal communication, interpersonal and cross-cultural communication skills.
- Ability to maintain composure under pressure, and a willingness to be flexible in order to accommodate unexpected challenges and changes, during both the planning and execution of events.

Preferred:

- Currently enrolled as Chico State student with at least two semesters left prior to graduation.