Peer Advisor Internship
Internship Description

Team Study Abroad & Exchange (SAE), is in search to grow the Peer Advisor Internship team. This position is open to all students who have studied abroad on Chico State programs (CSU IP, Exchange, 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, USAC, AIFS and/or NSE) to provide accurate information to students.
- Conducts weekly office hours dedicated to peer advising.
- 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.

Requirements:

- Currently a Chico State student who has studied abroad/away through Chico State programs.
- Leads with professionalism and compassion, as advisee are searching for appropriate guidance to impactful life decisions.
- Passion for global and cross-cultural opportunities.
- International experience through prior volunteer, work, internships or other immersive involvement.
- Conducts regular office hours, and occasional evening and weekends for special events and project.
- Participates in the International Wildcat Program (IWP) to foster diverse, equitable and inclusive cross-cultural spaces.
- International experience through prior volunteer, work, internships or other immersive involvement.
- 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 stress, 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 a scheduled graduation date.