

## **Position Title: Buckman Center Student Associate - Programming**

**Job Description:** The Rhodes Student Associate – Programming (RSA-P) at The Buckman Center will create, design, and implement the iPA Team (International Peer Advising), create and oversee a pre-departure/re-orientation program for study abroad students.

**Position Requirements:** A successful candidate for this position will have studied abroad, possess strong communication and leadership skills, be self-motivated, and be able to complete assignments/projects without a great deal of supervision.

### **Position Duties:**

#### ***Peer Advising System under the directorship of the RSA***

The new Peer Advising system will be developed by the RSA. The student hired will research peer institutions' successful student advising systems. Once the design has been determined, the RSA will recruit, interview, select, and train volunteer returned study abroad students to be peer advisors. The Peer Advising system will include 10-15 students.

The RSA will be responsible for scheduling advising meetings and compiling case notes. The peer advisors will report directly to the RSA. In the event of a problem or complaint with a peer advisor, the RSA will address/resolve the issue, referring appropriate cases to a member of the Buckman Center staff.

The RSA will develop a section of the Buckman Center webpage specifically for the Peer Advising system with photos and short bios of available peer advisors. The Peer Advising system will serve two audiences on campus: the students who are just beginning to consider study abroad as well as the returning students who are fresh from their study abroad experiences.

#### ***Pre-Departure and Re-Orientation Programming under the directorship of the RSA***

The RSA will assist in the creation and implementation of a holistic Pre-Departure and Re-Orientation program for study abroad students. The program has three purposes: preparing students for their study abroad experience, maximizing their success while abroad, and capitalizing on their newly learned and transferrable skills after their return to Rhodes.

The RSA's responsibilities in this capacity will be similar to those of a Teaching Assistant.

The RSA will work closely with the Director in the identification and selection of appropriate materials for the program. Additionally, the RSA will be expected to lead groups of students in their review of both pre-departure materials (e.g., travel documents, in-country transportation, and adjusting to jet lag, etc.) and re-entry materials (e.g., reverse culture shock, transferrable skills inventory, and departmental referrals such as Career Services, etc.). The RSA will assist the Director in program assessment and student learning outcomes, based on student responses to questionnaires and other assignments.