

Study Abroad

Pace Abroad Leader (PAL)

Job Description: AY2021-2022

Pace Abroad Leaders (PALs) are Pace students who have studied abroad (and/or travelled abroad) and have an interest in helping prospective students through the study abroad process — while developing resume-enhancing skills. Study abroad alumni provide valuable first-hand advice and expertise. As a PAL, you'll be a representative of Pace's study abroad team. You must be enthusiastic and informed about our policies, procedures, and programs. PALs will gain skills in public speaking, event organization, communication skills, and knowledge about working in an office environment.

Commitment: 5–15 hours/week (depending on work-study allowance)

Tasks & Responsibilities

- Attend virtual training sessions with Education Abroad staff at the start of semester
- Willingness to work some hours in person at the 163 William Street office or Kessel #212 location
- Advise students during scheduled walk-in hours: guide students through the application process, answer questions about scholarships/financial aid, help students find a program that suits their schedule/major/interests, etc.
- Assist the study abroad team with general office tasks (answering phone, creating marketing flyers, managing social media etc.) and other duties as assigned
- Participate and help coordinate study abroad events throughout the semester — study abroad fairs, open houses, info sessions, visa info sessions, pre-departure orientations, and other student programming.
- Demonstrate an understanding of and commitment towards the policies of the Education Abroad office
- Awareness and general knowledge of financial aid policies

Qualifications

- **Preference will be given to those eligible for AY 2021-22 Federal Work-Study**
- Minimum GPA of 2.75
- Enthusiasm about study abroad and the ability to address fellow students in a professional yet engaging manner
- Strong oral and written communication skills; comfort with public speaking
- Strong active-listening skills, patience in walking through students through processes
- Responsive, service-minded (supporting fellow students at Pace)
- General knowledge of geography
- Preference given to those who have previously participated in a study abroad program and/or travelled abroad

Commitments

- Students must commit to at least one semester as a Pace Abroad Leader.
- Students must commit to working 5-15 hours per week and may be asked to participate in events outside of regular office hours, including occasional nights and weekends.

HOW TO APPLY:

If you are interested in becoming a “PAL”, complete the 2-page Pace Abroad Leader Application and send it (along with your resume) via email to: studyabroad@pace.edu

Applications requested by August 15, 2021