



**Wisconsin
International
Academy**

Wisconsin International Academy
11811 W. Bluemound Road
Wauwatosa, WI 53226
(414) 312 – 8556
www.english.wiaedu.org

Student Advisor – Job Description

Student advisors act as mentors, tutors, and advocates to over 150 high school students. They are responsible for tasks as varied as helping with homework, providing rides, supporting English language learning, leading student activities, upholding student and organizational conduct standards, chaperoning trips, ensuring student safety, and connecting with students one-on-one.

Qualified candidates must possess the following:

- Flexible and open availability
- Ability to lead groups of students with a positive attitude
- Excellent communication skills (especially with ESL students)
- Sensitivity towards people from different cultures
- Maturity, flexibility, and the ability to work well as part of a team
- Valid driver's license and clean driving record (refer to vehicle *fleet safety policy* for acceptable requirements)
- Evening, weekend, and some holiday availability
- Availability to work at least one to two on-call overnight shifts at our dorm weekly

Ideal candidates will possess some of the following attributes:

- Experience learning a second language
- Experience studying, living, or traveling abroad (particularly in China)
- Experience working with teenagers
- Experience teaching English as a second language
- Ability to stay cool under pressure
- Personal initiative to take on projects, and accomplish them in a timely manner
- Ability to follow company protocol especially in terms of discipline and safety.

We offer:

- Part time and full-time positions
- Starting compensation between \$9.00 and \$11.00 an hour based on experience
- Benefits available for full-time (35+ hours) employees
- Partial phone plan reimbursement
- Opportunities for advancement

Please contact Andrew Lutze (andrew.lutze@wiaedu.org) with a resume, cover letter, and two references in order to schedule an interview.



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