Semester Abroad Coordinator Positions (Krakow Fall 2017 and India Winter 2018)

Call for Applications: Coordinator, Krakow Semester Fall 2017

The Centre for International Programs invites applications from interested faculty for the position of Coordinator, Krakow Semester Program for the Fall Semester 2017.

The coordinator lives in Krakow while leading the semester, teaches one course, and acts as a resource for up to 25 Guelph students who live and learn at the renowned Jagiellonian University in Krakow, a UNESCO-designated cultural heritage city in southern Poland.

The University pays the coordinator's return airfare to Krakow and the cost of accommodation for the coordinator, and replaces the coordinator for up to 2 courses that otherwise would be taught in Guelph.

Responsibilities of the coordinator prior to the semester:

- Actively recruiting students through promotion, organizing information sessions and fielding enquiries about the semester in Fall 2016
- Selection of students in January 2017
- Preparation of students for the semester
- Planning and organization of the semester, including courses and field trips
- Providing a provisional budget to the Centre for International Programs for approval
- Working with the Jagiellonian University to confirm course instructors and student residence space

Responsibilities of the coordinator during and after the semester:

- Oversight of courses taught by sessional instructors
- Teaching of one course
- Management of the Krakow Semester budget
- On-call for student emergencies
- Trouble-shooting and assisting with any student emergencies or issues on the program
- Acting as local resource for students
- Coordinating and leading group for field trips and special events
- Providing a report on the semester after its completion

Application Instructions

Applications should include a cv, a letter of interest, an account of the applicant's familiarity with Krakow, experience with leading student group programs, budget experience and course outline for one course that the applicant would be prepared to teach in Krakow based on the resources available in the region.

Appointment as Krakow Semester Coordinator will be contingent on receiving approval from the applicant’s departmental chair. Please provide preliminary approval from your departmental chair as part of your application.

Enquiries and applications should be addressed to Lisa Blenkinsop, Study Abroad Manager, Centre for International Programs, lblenkin@uoguelph.ca [1]
Short-listed applicants will be interviewed prior to selection.

**Closing Date:** 2 August 2016

### Call for Applications, Coordinator, India Semester, Winter 2018

The Centre for International Programs invites applications from interested faculty for the position of Coordinator, India Semester Abroad Program for the Winter Semester 2018.

The coordinator lives and travels in India while leading the semester; teaches one course; and serves as a resource for approximately 25 University of Guelph students. The University pays for the coordinator’s travel to India as well as the costs of the coordinator’s accommodation and travel within India. The coordinator’s department is reimbursed financially for up to 2 courses that the coordinator would be expected to teach at Guelph during the W18 semester.

Experience travelling with students internationally, specific knowledge of India, and working in India, and/or conversational knowledge of Hindi are positive attributes for the successful applicant.

Travel with the student participants in India is a requirement. This is a seven-day-per-week position at peak periods, with periodic breaks.

**Responsibilities of the Coordinator include the following:**

**Prior to the semester:**

- Organizing information sessions and fielding enquiries about the semester
- Student selection in January 2017
- Preparing students for travel and life in India
- Planning all activities for the semester
- Providing a provisional budget to the Centre for International Programs for approval
- Teaching a preparatory course in Fall 2017

**During and after the semester:**

- Coordinating with the local Indian coordinators (in Mysore and Jaipur)
- Overseeing the courses taught by sessional Indian instructors
- Teaches up to two courses in India
- Managing the budget
- Providing support and acting as local resource for students
- Reporting on the semester after its completion

**Application Instructions**

Applications should include a CV, an account of the applicant’s familiarity with India, experience leading related kinds of programs, budget experience, and preliminary course outlines of at least one course that the applicant would be prepared to teach in India, based on the resources available in the region.

Appointment as India Semester Coordinator will be contingent upon receiving approval from your departmental chair. Please provide preliminary approval from your departmental chair as part of your application.

Enquiries and applications should be addressed to Lisa Blenkinsop, Study Abroad Manager, Centre
for International Programs, lblenkin@uoguelph.ca [2]

Short-listed applicants will be interviewed prior to selection.

**Closing date: 2 August 2016**