Semester Abroad Coordinator Positions

Call for applications, Coordinator, London Semester, Fall 2016

The Centre for International Programs invites applications from interested faculty for the position of Coordinator, London Semester Program for the Fall Semester 2016.

This popular semester abroad program draws students from all colleges and integrates the rich resources of London into its academic content. The coordinator will live in London during the semester, teach two courses and will act as a supportive resource person for the twenty-five students who participate. The coordinator works with the Centre for International Programs to organize all aspects of the program, beginning with recruitment in the Fall 2015 semester.

The program will cover the costs of the coordinator's return airfare to London, provides a budget for accommodation, and a course buyout (up to two courses) for the home department.

Coordinator responsibilities pre-departure will include the following:

Prior to the semester:

- Actively recruiting students for the program, Fall 2015
- Organizing London Information Sessions, fielding student enquiries in Fall 2015
- Selection of students in February 2016
- Student course registration in March 2016
- Planning for the semester, including classroom space rental, accommodations, and field trips
- Drafting the provisional budget for approval by CIP
- Hiring and confirmation of London-based instructors for three courses
- Coordinating student residence space

During and after the semester:

- Oversight of courses taught by sessional instructors
- Teaching of two courses
- Management of budget
- Acting as local resource and support for students upon arrival and throughout the semester
- Coordinating and leading the group on local field trips or special events
- On-call for student emergencies
- Trouble-shooting and assisting with any student emergencies or issues on the program
- Providing the Centre for International Programs with a semester report upon the semester's completion.

Applications should include a CV, a letter of interest containing an account of the applicant's familiarity with London and experience with related kinds of student programs and managing a program budget, as well as brief course outlines for two courses that the applicant would be prepared to teach in London based on the resources available in the region.

Appointment as Paris Semester Coordinator will be contingent on receiving approval from your departmental chair. Please provide preliminary approval from your departmental chair along with your application.
Short-listed applicants will be interviewed prior to selection.

Enquiries and applications should be addressed to Lisa Blenkinsop (lblenkin@uoguelph.ca [1]), Study Abroad Manager, Centre for International Programs.

Short-listed applicants will be interviewed prior to selection.

Closing date: June 19th 2015

Call for Applications: Coordinator, Paris Semester, Winter 2017

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

This program is broadly based, drawing students from across colleges, and integrates the rich resources of Paris into each of the courses offered. The coordinator lives in Paris while leading the semester, teaches two courses, and acts as a resource for about 25 University of Guelph students. The coordinator works with the Centre for International Programs to organize all aspects of the program, beginning with recruitment in the Fall 2015 semester.

The University pays the coordinator’s airfare to Paris, provides a budget for accommodation, and replaces the coordinator for courses (up to two courses) that otherwise would be taught in Guelph.

Responsibilities of the coordinator include the following:

Prior to the semester:

- Actively recruiting students for the program, Fall 2015
- Organizing Information Sessions and fielding student enquiries about the semester, Fall 2015
- Interviewing and selection of students in February 2016
- Student registration in Fall 2016
- Planning for the semester, including field trips
- Drafting the provisional budget for approval by CIP
- Hiring and confirmation of Paris-based instructors for two courses
- Confirming student residence space and coordinating accommodation

During and after the semester:

- Oversight of courses taught by sessional instructors
- Teaching of two courses
- Management of budget
- Acting as local resource and support for students upon arrival and throughout the semester
- On-call for student emergencies
- Trouble-shooting and assisting with any student emergencies or issues on the program
- Coordinating and leading group for field trips and special events
- Providing the Centre for International Programs with a semester report upon the semester’s completion.

Applications should include a cv, an account of the applicant’s familiarity with the city of Paris, experience with related kinds of student programs and managing a program budget as well as course outlines of at least two courses that the applicant would be prepared to teach in Paris, based on the resources available in the region.
Appointment as London Semester Coordinator will be contingent on receiving approval from your departmental chair. Please provide preliminary approval from your departmental chair along with your application.

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

Short-listed applicants will be interviewed prior to selection.

Closing date: June 19th 2015