Semester Abroad Coordinator Positions (London Fall 2018 and Paris Winter 2019)

Call for applications, Coordinator, London Semester Abroad, Fall 2018

The Centre for International Programs invites applications from interested faculty for the position of Coordinator, London Semester Abroad program, for the Fall Semester 2018.

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 act as a supportive resource person for the twenty to twenty-five students who participate. The coordinator works with the Centre for International Programs to organize the program, beginning with recruitment in the Fall 2017 semester.

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

Coordinator responsibilities pre-departure will include the following:

Prior to the semester:

- Recruitment of students: London Information Sessions, fielding student enquiries in Fall 2017, actively promoting within departments and colleges
- Selection of students in February 2018
- Planning for the semester, including organizing semester field trips
- Drafting the provisional budget for approval by CIP
- Assist with hiring of London-based sessional instructors

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
- Liaising with local service provider in regards to accommodations and classroom space
- 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 London Semester Coordinator will be contingent upon 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, Study Abroad Manager, Centre for International Programs. Short-listed applicants will be interviewed prior to selection.

Closing Date: June 30, 2017

Call for Applications, Coordinator, Paris Semester, Winter 2019

The Centre for International Programs invites applications from interested faculty for the position of Coordinator, Paris Semester Abroad program, for the Winter Semester 2019.

This program is broadly based, drawing from 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 20-25 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 2017 semester.

The University pays the coordinator’s return economy airfare to Paris and the cost of faculty accommodation in the Maison des Etudiant Canadiens (MEC), 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 2017
- Organizing Information Sessions and fielding student enquiries about the semester, actively working with the Colleges to promote to students
- Selection of students in February 2018
- Planning for the semester, including organizing semester field trips
- Drafting the provisional budget for approval by CIP
- Hiring and confirmation of Paris-based sessional instructors for two courses
- Coordinating student residence space and acting as the Guelph liaison with the MEC

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
- Liaising with the MEC in regards to accommodations and classroom space
- Providing the Centre for International Programs with a semester report upon the semester’s completion.

Applications should include: a CV, a letter of interest including 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 for at least two courses that the applicant would be prepared to teach in Paris, based on the resources available in the region.

Appointment as the Paris Semester Coordinator will be contingent upon 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 [2], Study Abroad Manager, Centre for International Programs.

Short-listed applicants will be interviewed prior to selection.

**Closing date: June 30, 2017**

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**Source URL:** https://www.uoguelph.ca/international/faculty-staff-opportunities/semester-abroad-coordinator-positions-london-fall-2018-and-paris-winter

**Links**
[1] mailto:iblenkin@uoguelph.ca?subject=London%20Semester%20Coordinator%20Position
[2] mailto:iblenkin@uoguelph.ca?subject=Paris%20Semester%20Coordinator