

Costa Rica

Assistant Director Application

Since 1996, ICISP has been sending an individual from an ICISP institution to serve as assistant director/visiting professor. This person is selected on a competitive basis in the fall when interested individuals are invited to submit an application. Note: The ICISP Assistant Director must be an employee at an ICISP member institution.

Responsibilities of ICISP Assistant Director

- Recruit students
- Participate in two-day pre-departure orientation at College of DuPage on a Friday and Saturday in May
- Work as a team with the COD directors in administering the program in Costa Rica
- Perform other duties as needed by ICISP and/or COD

Qualifications

- Interest in studying and learning about Costa Rica
- Good interpersonal relations with students (approximately 40) and colleagues
- Commitment to professional development
- Flexibility and ability to adapt to different cultural settings
- Fluency in Spanish is desirable but not required (formal language study in Costa Rica is encouraged, where appropriate)

Selection Procedures

COD will screen candidates and recommend up to three candidates for interviews. Finalists will be interviewed and a selection made by a team consisting of COD staff and an ICISP representative.

ICISP Member Institution Commitment

- Salary while in Costa Rica
- Release time, if necessary, to participate in recruitment activities and 2-day orientation at COD

COD Commitment

- Room and board in Costa Rica
- Round-trip air transportation to Costa Rica
- All administrative expenses related to project management and student supervision while in Costa Rica

Out-of Pocket Expenses

- All meals not provided in the housing arrangements in Costa Rica
- Transportation to and from the orientation at COD
- Transportation to and from O'Hare Airport
- Miscellaneous expenses related to obtaining documents such as passport, etc.

Timeline: Applications will be due by October 15, but will continue to be accepted until a suitable candidate is found. All duties, as outlined and appropriate, will commence as soon as the candidate is selected.

College of DuPage

ICISP Assistant Director Application

Study Abroad in Costa Rica

*Note: The ICISP Assistant Director position
is only open to employees of ICISP institutions.
www.icisp.org

Personal Information

Last Name (Please print) _____ First Name _____

Institution _____

Work Address _____ City/State/Zip _____

Home Address _____ City/State/Zip _____

Home Phone _____ Cell phone _____

Email Address _____

Courses Taught: _____

Spanish-speaking ability (level) _____

ICISP Representative's Name _____

ICISP Representative's Signature _____ Date _____

Applicant's Administrator's Name _____

Applicant's Administrator's Signature _____ Date _____

Personal Statement

Please attach a typed essay in which you introduce yourself and your reasons for interest in participation in this program.
Include:

- Your motivation/goals in participating in this program
- Experience studying or traveling abroad
- Anything else you would like to share

Other

Applications should be mailed to:
Summer Study Abroad in Costa Rica
Field Studies/Study Abroad
College of DuPage BIC 3509
Glen Ellyn, IL 60137
630 942-2356
Fax: (630) 942-3764

Direct Questions to:
Sue Kerby: (630) 942-3078
COD ICISP representative
kerbys@cod.edu