

# ICISP: Summer Opportunities for Faculty



Eligible faculty and staff of ICISP member institutions are invited to apply for the opportunity to accompany a group of ICISP students as an Assistant Director on an exciting academic exploration of culture and history. The program will take place for approximately 4-5 weeks during the summer. All airfare, lodging, and most meal expenses for the duration of the program are provided.

## **Qualifications**

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

## **Academic Responsibilities:**

1. In Costa Rica, Assistant Directors share in the teaching responsibilities during and work as a team with the directors in administering the program.

## **Additional Responsibilities:**

The role of the Assistant Director is to assist with the day-to-day activities of the program and provide support for student participants including:

1. Serving as the liaison between student participants and staff
2. Accompanying students on all orientations, field trips, and learning activities
3. Providing assistance with program logistics and coordination in conjunction with staff
4. Providing advising, guidance, and support for student participants
5. Providing assessment of program quality, content, health and safety
6. Attending a pre-trip orientation
7. Performing other duties as needed

After participating in the program, Assistant Directors are required to assist in program recruitment, which may include giving presentations and slide shows or responding to student and faculty interest inquiries.

## **Compensation for ICISP Assistant Directors:**

1. Round-trip air transportation
2. Accommodations and meals

## **Out-of Pocket Expenses:**

1. All meals not provided in the formal program
2. Transportation to and from the pre-trip orientation
3. Transportation to and from O'Hare Airport
4. Miscellaneous expenses related to obtaining necessary documents such as passport, etc.
5. Other Personal expenses

**PLEASE BE ADVISED THAT ONE OF THE PRIMARY RESPONSIBILITIES OF ASSISTANT DIRECTORS IS TO ASSIST THE ICISP STUDENTS STUDYING ABROAD. AS SUCH, PARTICIPANTS ARE REQUIRED TO RESTRICT PERSONAL TRAVEL TO THOSE TIMES WHEN CLASSES ARE NOT IN SESSION. IN ADDITION, PARTICIPANTS SHOULD NOT COMMIT TO TEACHING ANY ON-LINE COURSES WHILE ASSIGNED TO THIS POSITION.**