



COD/ICISP Costa Rica Assistant Director Application

The Illinois Consortium for International Studies and Programs is pleased to provide a professional development opportunity for faculty members of ICISP-member institutions. Since 1996, ICISP has been sending an individual from an ICISP institution to serve as assistant director for the COD/ICISP Summer Costa Rica program. This position provides faculty from member institutions the opportunity to experience first-hand living, teaching, and interacting with students and colleagues in an international setting. Faculty interested in applying should review all program materials as well as the information about the Costa Rica program on the COD web site.

Responsibilities of ICISP Assistant Director (May 20 – June 20, 2020: tentative)

- Recruit students
- Participate in two-day pre-departure orientation at College of DuPage (May 15/16, tentative)
- 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 and colleagues
- Commitment to professional development
- Flexibility and ability to adapt to different cultural settings
- Spanish language skills are desirable but not required (language study in Costa Rica is optional)

NOTE: Due to the time commitment and responsibilities of the assistant director, family members are not eligible to attend unless they enroll as a student in the program and are over 18 years old.

Selection Procedures: After reviewing applications, COD will arrange interviews for the finalists either in-person or remotely. Final selection will be made by the COD Costa Rica directors and the ICISP/COD representative.

ICISP Member Institution Commitment

- Salary or stipend while in Costa Rica (as determined with home institution)
- 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 orientation at COD
- Transportation to and from O'Hare Airport
- Miscellaneous expenses related to obtaining documents such as passport, etc.

DEADLINE: Applications are due Sept. 30, 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.



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

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) _____

Applicant's Administrator's Name _____

Applicant's Administrator's Signature _____ Date _____

ICISP Representative's Name _____

ICISP Representative's Signature _____ Date _____

Personal Statement

Along with this application, please submit a current CV/resume and letter of introduction/interest. Include:

- Your motivation/goals in participating in this program
- Your experience studying, working and/or traveling abroad
- Your experience leading students on experiential programs
- Anything else you would like to share

Questions: Contact ICISP/COD Costa Rica Coordinator Sue Kerby (kerbys@cod.edu, 630-942-3078).

Deadline Sept 30

Email to Karen Huber (karen.huber@heartland.edu) and Sue Kerby (kerbys@cod.edu).

Mail the originals to-
Heartland Community College
ICISP – Attn: Karen Huber
1500 West Raab Road
Normal, IL 61761