

STUDY ABROAD RESIDENT FACULTY LEADER

Position Title: Resident Faculty Leader
Department: Study Abroad

Basic Function: The resident faculty leader oversees the Guilford students' study abroad experience, facilitating entry into and departure from the host site, and working to deepen students' cultural and academic engagement. The leader must be ready to handle the challenges that students face adjusting to a new culture and living abroad.

Specific Responsibilities:

1. Actively participating in recruitment of the program cohort using: posters, emails, the Guilford Buzz, class visits, info sessions, the study abroad fair, etc....
2. Attending faculty orientation sessions run by the study abroad staff. Consulting with previous faculty leaders.
3. Reading applications online. Interviewing all applicants. Consulting with study abroad director on borderline applications. Using the online system, marking students as, "accepted," "closed," or "withdrawn."
4. Participating fully in the 5 class pre-departure orientation; typically held on Sunday afternoons in the 2nd half of the semester. Participation includes 100% attendance at sessions for the entire study abroad group cohort. Program specific break-out meetings can take place either on Sunday after the full class, or at another pre-determined time. Students with approved Sunday absences can join the make-up class offered for the missed day. Students who fail to complete the study abroad orientation are removed from their study abroad program.
5. Working with the onsite staff prior to arrival to set up the calendar, airport pickup, on-site orientation, excursions, and other programmatic needs covered by our partnership.
6. Facilitating student travel to the site on a common flight from a single USA departure city. Gathering information for the approved travel agent. Meeting students at arrival airport (or flying with them) and escorting all to the host site.
7. Promoting student engagement with local culture by collaborating with host staff on an on-site orientation, coordinating and leading ongoing activities that connect students with locals and cultural experiences, and building students' confidence to navigate the host cultures locale.
8. Designing and delivering a 4-credit class that makes deep connections between course content and the local culture of the host site.
9. Monitoring the program budget: organizing expenses and purchases for the program, managing excursions and related costs, maintaining detailed receipt records for all expenses, completing and submitting a detailed expense report at the program's conclusion.
10. Overseeing and enforcing students' compliance with Guilford College's behavioral policies. Communicating egregious lapses with the home office before taking action.

11. Monitoring student relationships with their host families, and facilitating the swift resolution of any issues that arise.
12. Monitoring academic progress, addressing any weak performance in-person with the student and reporting to the home office.
13. Distributing emergency contact cards; being on-call and following up on student emergencies. Communicating emergencies to the Director of Study Abroad, and through the Study Abroad Incident Report form.
14. Tracking students' weekend travel by collecting destinations, contact information, and travel itinerary before their departure.
15. Assisting students in being pro-active about their own health, safety, and well-being.
16. Monitoring the students' emotional and psychological well-being, as well as the group dynamics.
17. Assisting students in obtaining the proper medical attention as needed.
18. Serving as the liaison with the Guilford College Study Abroad Office.
19. Facilitating completion of student evaluations, for the whole program as well as for the individual classes.
20. Writing a final report and updating the site-specific appendix in the faculty study abroad handbook.

Specific Qualifications and Skills:

- Bi-lingual fluency of host-culture location is preferred but not required
- Excellent skills with cross-cultural communication and cross-cultural problem solving
- Strong skills required for record-keeping and program budgeting

Notes:

- Faculty receive a modest compensation stipend of \$3,000, prior to their successful program departure.
- Permission is required to have partners, family, and friends, participate in any of the College's international programming. Guilford College does not cover incurred costs beyond programming directly supporting the faculty, students, and on-site support.