



## FY@broad Staff Professional Description

### General Information

[FY@broad programs](#) are a collaboration between Study Abroad and the First-Year Program that provide unique international experiences to first-year students. FY@broad programs combine a Focal Point Seminar with a short study abroad experience. Students travel with a faculty Program Director and a Staff Professional to the location studied in the seminar.

FY@broad programs are comprised of three phases—pre-travel preparation, academically engaged travel, and post-travel reflection. This sequence of course delivery is designed to expose students to a variety of original works, improve students' writing skills, engage students intellectually in settings that take advantage of the site, and develop students' critical thinking skills.

### Global Hour

As a critical component of the FY@broad programs, Staff Professionals contribute their international expertise and global competence in their facilitation of the pre-departure Global Hour curriculum, as well as on-site interaction and activities.

The objectives of the Global Hour include:

- Acquaint new students with the DePaul's international curriculum and opportunities; promote awareness and encourage further participation in international and intercultural education.
- Foster intercultural and global competence and prepare students for increasingly globalizing world.
- Provide opportunities for new students to connect with faculty and staff.
- Provide information about the Global Hour subject areas, including: Travel Strategies & Skills, Foreign Currency & Travel Budgets, Health & Safety Abroad, Diversity in an International Context, Being an American Abroad, Group Dynamics & Responsibilities, and Educational & Career Planning.

### 2020-21 FY@broad Program Schedule

*Important note: Due to the COVID-19 pandemic, all the FY@broad programs from 2019-20 were cancelled. As a result, many of the 2019-20 Staff Professionals will instead be leading FY@broad programs in 2020-21. This means that there are significantly less positions available in the 2020-21 academic year.*

Programs that **WILL** be accepting new Staff Professional applications in 2020-21:

Program	Faculty Program Director	Focal Point Seminar	Travel Abroad
FY@Ecuador: Biodiversity & the Modern Extinction Crisis	Windsor Aguirre Biology	Winter Quarter	Spring Break
FY@Greece: The Tragic Worldview of the Ancient Greeks	Sean Kirkland Philosophy	Winter Quarter	Spring Break
FY@Ireland: Travel Literature	Barbara Schaffer Women's & Gender Studies	Winter Quarter	Spring Break

Additional programs running in 2020-21 that will **NOT** be accepting new Staff Professional applications:

Program	Faculty Program Director	Focal Point Seminar	Travel Abroad
FY@Jerusalem: City of Tombs, Temples, & Tensions	Lisa Mahoney History of Art & Architecture	Winter Quarter	Spring Break
FY@England: Science, Religion, & Social Change	Margaret Workman Media & Cinema Studies	Spring Quarter	Summer
FY@Italy: The Legacy of Rome	Michael Tafel History	Spring Quarter	Summer
FY@Scotland: History, Politics, & the Enduring Fight for Freedom	Heather Easley Sociology	Spring Quarter	Summer

More information about the FY@broad programs can be found in the following locations:

- The [FY@broad Programs for First-Year Students page](#)
- The [Lead a Study Abroad Program page](#) for faculty and staff (*login with your Campus Connect credentials and expand the "FY@broad Programs for First-Year Students" section*)

### Application Procedure

Apply using the [online application link](#). FY@broad applications for 2020-21 are due by **17 May 2020**. Once all applications have been reviewed, interviews will be scheduled for those chosen to move forward in the process.

For applications to be considered, Study Abroad must receive the following by the application deadline:

- FY@broad Staff Professional Application (including a resume and current job description)
- Supervisor Approval recommendation (requested electronically, as part of the online application)

### Qualifications

- Full-time staff at DePaul University who have experience working with undergraduate students
- Minimum two years of full-time employment at DePaul University as of September 1 of the academic year the program will be offered
- Completion of Bachelor's degree or higher
- Knowledge and familiarity of University and international resources
- Demonstrated ability to facilitate group activities and discussions
- Previous international experience strongly preferred

### Compensation

- \$1,500 stipend (taxable) distributed during the quarter before travel
- All program travel expenses, including per diem for meals

### Summary of Responsibilities

The FY@broad Staff Professional reports to the Study Abroad Associate Director of Program Management.

Primary responsibilities of the position include:

- Participate in all FY@broad meetings and training sessions
- Design and implement the FY@broad Global Hour syllabi and lesson plans
- Meet with the faculty Program Director on a regular basis to gauge the needs of the course and program
- Serve as a resource to the students and advise students in cultural adjustment and interaction issues
- Serve as the instructor for the Global Hour sessions
- Co-lead the group during travel and facilitate onsite learning, making use of the host country resources
- Assist in evaluating the course and the program

## Specific Tasks and Timeline

### *Planning & Promotion, Student Selection & Global Hour Planning (2-3 quarters before travel)*

- Attend Staff Professional training sessions and meetings (12-15 hours, spread across multiple sessions)
- Help recruit applicants for the program through multiple venues including electronic media, presentations, and information sessions
- Arrange and conduct interviews with all student applicants, in collaboration with the faculty Program Director (occurring in late October-mid November for spring break programs and in late January-mid February for summer programs)
- Review student applications and assist in final selection of participants
- Develop Global Hour course lesson plans and syllabus, in collaboration with faculty Program Director

### *Focal Point Seminar (quarter before travel)*

- Teach Global Hour sessions; equivalent of five-six 1 ½ hour sessions during the quarter
- Attend Study Abroad training sessions and meetings (2-3 hours)
- Meet regularly with the faculty Program Director to gauge the needs of the course and the program
- Serve as a resource to the students and advise students
- Be available to parents/family for questions about group travel and safety

### *On-Site Travel (spring break or mid-late June)*

- Direct and accompany students on field trips, tours, and group activities
- Monitor and mediate group or interpersonal conflict among program participants, and respond as needed to minor and major disciplinary breeches in accordance with DePaul Student Code of Conduct
- Respond to and implement DePaul's safety and security procedures, including the procedures for the CISI medical insurance as needed, maintaining communication with Study Abroad
- Serve as a resource to the students and advise in cultural adjustment and interaction issues
- Assist with program logistics and record keeping as needed

### *Post-Program: Campus Internationalization (minimum one year following travel)*

- Contribute to the completion of the final written program report, assist in evaluating the program (curriculum, field trips, tours, onsite facilities, student evaluations, etc.), and make recommendations for future programs
- Participate in the debrief meeting with Study Abroad staff
- Design/participate in at least two campus events to promote international awareness on campus and encourage participation in international programs at DePaul, within one calendar year following the program conclusion
- Serve as an ongoing resource and mentor to students in relation to their future plans and international activities
- Assist in training new Staff Professionals in following years

For any questions about the FY@broad programs or the Staff Professional position, please contact **Scott Ozaroski**, Associate Director of Program Management, at [s.ozaroski@depaul.edu](mailto:s.ozaroski@depaul.edu).