



**LSP Study Abroad Staff Professional  
Position Description & Responsibilities**  
(Updated 5.17.2022)

This document outlines the many responsibilities of Staff Professionals helping lead study abroad programs associated with DePaul's Liberal Studies Program (LSP)—namely, [FY@broad](#) and [Identities Abroad](#). FY@broad programs are designed for first-year students, while Identities Abroad programs are designed for students traditionally underrepresented in study abroad, including but not limited to students of color, first-generation, and low-income students. Both programs combine a LSP course (LSP 112 for FY@broad and LSP 200 for Identities Abroad) with a short-term study abroad excursion immediately following the quarter in which the seminar is taught.

While these programs are designed, proposed, directed, and taught by one faculty Program Director, all FY@broad and Identities Abroad programs also include a Staff Professional who teaches the Global Hour component of the program, as well as accompanies the Program Director on the excursion.

All potential Staff Professionals should know that FY@broad and Identities Abroad programs are intensive experiences that place demands—administrative, physical, and psychological—on staff beyond those normally encountered in on campus. Staff should carefully consider whether they are prepared to perform the multiple roles required before applying for such a position.

**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
- *(For Identities Abroad programs)* Knowledge and familiarity of underrepresented student populations and the ability to support these students as they explore their own social identities and those of other groups

**Application Procedure**

Apply to be a Staff Professional by completing either the [FY@broad online application](#) or the [Identities Abroad online application](#), both located on the Study Abroad website.

The Staff Professional application process takes place in the prior academic year—please refer to the Study Abroad website for the most updated information about application deadlines. For applications to be considered, Study Abroad must receive the following by the application deadline:

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

Once all applications have been reviewed, interviews will be conducted for those applicants chosen to move forward in the process.

## **Compensation**

Staff Professionals receive a \$1,750 stipend (taxable) distributed during the quarter before travel. Staff also receive a meal per diem, calculated by Study Abroad per Department of State rates.

*Costs borne by the program* and not by the Program Director or Staff Professional are:

- Round-trip transport to/from Chicago O'Hare airport
- Round-trip economy fare international transportation, originating in Chicago
- Housing for the duration of the program
- Group meals
- All program-related activities
- International cell phone plan for the duration of the program
- Study abroad insurance

## **Primary Responsibilities of the Staff Professional**

- Participate in all FY@broad or Identities Abroad meetings and training sessions
- Design and implement the Global Hour syllabi and lesson plans, serving as the instructor for the Global Hour class sessions
- 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, interaction, and exploration of social identities
- 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

## **Global Hour**

FY@broad and Identities Abroad programs are comprised of three phases—pre-travel preparation, academically engaged travel, and post-travel reflection. As a critical component of these programs, Staff Professionals contribute their expertise and global competence in the facilitation of the pre-departure Global Hour curriculum, as well as on-site interaction and activities.

The objectives of the Global Hour include:

- Acquaint students with the DePaul's international curriculum and opportunities, while promoting awareness and encouraging further participation in international and intercultural education.
- Foster intercultural and global competence and prepare students for increasingly globalizing world.
- Provide opportunities for students to connect in a meaningful way with faculty and staff.
- Provide information to students about the Global Hour subject areas, which cover a set of topics related to travel skills, health and safety, diversity and identity, group dynamics, and re-entry.
- *(For Identities Abroad programs)* Assist in building a welcoming and inclusive DePaul environment for underrepresented students.

## Timeline of Key Tasks

### *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
  - Spring Break programs: Late October-mid November
  - Summer programs: Late January-mid February
  - December programs: Late April-mid May
- Review student applications and assist in final selection of participants
- After training, develop Global Hour course lesson plans and syllabus, in collaboration with faculty Program Director

### *LSP 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, including potentially planning and attending a parent information session
- Assist in safety and health response readiness for the program, including development of the Emergency Procedures Form

### *On-Site Travel (December, Spring Break, or Summer—typically 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 campus events to promote international awareness on campus and encourage participation in international programs at DePaul
- 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

## **Responsibilities and Expectations shared by Program Directors & Staff Professionals**

### *Administrative Responsibilities*

- Review student applications.
- Schedule and conduct student interviews and make selection decisions.
- Be available for meetings and email correspondence with Study Abroad and program participants in the period from approval of the program through completion.
- Work closely with co-leader for the duration of the program—from staff selection through post-travel reflection—to ensure program needs are met.
- Direct and accompany students on field trips, tours and group activities.
- Act as liaison between program participants and any of the following applicable groups: student residence staff members, hotel/hostel management or host families, travel providers, and/or host country academic institution.
- Attend training and workshop sessions provided by Study Abroad and become familiar with the procedures for utilizing the selected study abroad insurance plan.
- Meet with Study Abroad staff after returning to DePaul for a debriefing session.
- File the mandatory final written report with the Study Abroad within 30 days of the completion of the program and submission of student work. This report should evaluate curriculum, field trips, tours, classroom and student housing facilities, etc., and making recommendations for future programs. Failure to submit such a report excludes a faculty member from participating in future programs.
- File incident reports for any program or student incident experienced on-site.
- Submit the Crime Statistic Report for Clery Reporting purposes at the designated times during the year the program runs.

*On-site Student-Life Responsibilities.* Once on-site, Program Directors and Staff Professionals are expected to:

- Be sensitive to the emotional needs of students while working abroad.
- Advise students in cultural adjustment and intercultural issues.
- Monitor and mediate group or interpersonal conflict among program participants.
- Resolve differences between a participant and host family (if applicable).
- Regularly and responsibly monitor participant safety.
- Ensure that students are well-informed of DePaul's safety and security procedures and that all emergency communication channels are effective.
- Respond according to DePaul safety and emergency protocols to emergency or crises situations.
- Ensure compliance with DePaul policies and procedures regarding FERPA, Clery Act, academic integrity, and student code of conduct.
- Implement DePaul policies on discrimination and harassment.
- Respond as needed to minor and major disciplinary breaches.
- In extreme discipline cases, respond, document, and report instances to Study Abroad and the Dean of Students office, if necessary.
- Exercise, in consultation with Study Abroad, the right to dismiss a student from a study abroad program, if in the judgment of the Program Director or Study Abroad that student's conduct violates the laws of the host country or city or the policies of the program and/or DePaul University.
- Report incidents and emergencies directly to Study Abroad in a timely manner.

### **Further Information and Resources**

Consult the faculty [Lead a Study Abroad Program page](#) on the Study Abroad website for more information and to access the [Program Director Handbook](#).