CIBER Program Liaison Description 2009-2010

Program Liaisons are an integral part of the Center for International Business Education and Research (CIBER) and are responsible for assisting the CIBER Program Coordinator and faculty leader(s) in delivering study abroad programs that meet the academic and cultural objectives of the CIBER Summer Study Abroad Programs.

General Details

Purpose of the Position: Two liaisons will be hired to assist with the implementation and assessment of the CIBER-sponsored **International Accounting Program in Prague** and **Business Honors Program (BHP) Finance Program in Prague**. The program liaisons handle administrative work associated with the program, serve as an on-site program coordinator, and act as a cultural ambassador. As part of this responsibility, the liaisons will work closely with CIBER staff, faculty leaders, and partner university administrators. Program liaisons report to the CIBER Program Coordinator.

Location: The programs will be held at the University of Economics, Prague (Vysoká škola ekonomickáv Praze), our partner university in Prague, Czech Republic.

Appointment: Summer 2010. The liaisons are hired for the duration of the study abroad program. Some position responsibilities will be fulfilled in Austin in the spring and fall semesters. For example, liaisons will assist with pre-departure orientation, material development, and re-entry meetings.

Program Dates: June 7 – July 8, 2010. The liaisons are expected to be in Prague from approximately June 2 to July 10, 2010.

Compensation: \$3,250 total per liaison. CIBER also provides a round-trip airline ticket between Austin/Prague, per diem meals, single room accommodations at the host school residence, International SOS emergency coverage, and CISI medical coverage.

Hiring Department: Center for International Business Education & Research (CIBER) For information on CIBER, see: www.mccombs.utexas.edu/ciber/summer/

Additional Information

Required Qualifications: Must currently be a staff member or graduate student at The University of Texas at Austin. Experience working directly with college/university students. Interest in students' cultural and academic experience, attention to detail, effective communication skills, and strong interpersonal skills. Interest in international relations and/or study abroad programs. Experience in event planning. Ability to handle sensitive and confidential information. Demonstrated ability to work with minimal supervision.

Preferred Qualifications: Familiarity with Prague. Personal study abroad or relevant international experience. Doctoral student. Experience working with business students. Proficiency in Czech. If necessary, language skills will be tested.

Essential Functions: Develop and facilitate cultural and on-site orientation sessions. Serve as an official program contact. Work directly with students in groups and one-on-one to guide them through the study abroad program. Serve as the main contact person for students with emergencies. Coordinate student arrival in Prague and facilitate check-in/out from the student residence. Plan cultural/extra-

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curricular activities. Reinforce program and UT-Austin policies. Assist with academic related items, including, but not limited to: on-site coordination for company visits and speakers, proctor examinations, provide partner university faculty and administrators with details concerning academic procedures, and work with program administrators to submit exams and final grade sheets. Manage cash advance funds and travel group credit card for program activities. Actively participate in all program activities such as: orientation sessions; welcome events; closing events; cultural/extra-curricular activities; company visits & speakers; some class sessions; and re-entry session. Contribute ideas, feedback, and suggestions from a liaison perspective and assist CIBER staff with program assessment. Provide additional assistance to students, CIBER staff, faculty leaders, and VSE administrators, as needed.

How to Apply

- 1. Interested candidates should complete the CIBER Program Liaison Application. You may submit your application in person at the CIBER office, or by campus mail or email. Please address your application to the attention of the CIBER Program Coordinator, Angie Carter. Applications are due by 5 pm on Monday, November 23, 2009. Please contact Angie Carter with any questions.
- 2. Qualified candidates will be asked to interview during the weeks of November 30th and December 7th. Hiring decisions will be made by the CIBER Program Coordinator before the start of the spring semester.
- 3. Position is open until filled.

Contact information:

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