Georgia Tech’s Oxford Study Abroad Program
Group Leader Application
Summer 2022

About the Oxford Program:
Georgia Tech’s Oxford Program takes place every summer and is composed of two sections: travel & in-residence. During the first half of the program, students journey by bus to multiple European cities. Each group consists of 55 students, 2 professors, 1 European Tour Guide and 1 GT Group Leader. Students take 2 courses during this portion of the program; they attend lectures and visit numerous sites that enhance and contribute to their courses. After spending 1 week studying in Atlanta and 5 weeks learning on the road, students complete their COA & MUSI coursework and head for Oxford, England for the second portion of the program. When the students arrive in Oxford, the duties of a group leader conclude and responsibilities for the traveling portion are over.

A Typical Day on the Road:
7:00 a.m. Catch up with the group and at breakfast
8:00 a.m. Lead students to 1st excursion
10:30 a.m. City walking tour
12:00 p.m. Grab a quick lunch
1:30 p.m. Meet students at museum #2
3:00 p.m. Free time
3:15 p.m. Not so fast- A student requires a visit to the doctor
7:00 p.m. Meet students at concert
10:00 p.m. Finally... You’re done!
10:30 p.m. Start mentally preparing for Tomorrow:

Important Dates
December 17th, 2021 at 5:00PM:
- Applications due to Andrea Henriquez in OIE
- Webform Submissions only- No hard copies

Spring Semester 2022
- Group Leaders must be available to attend a mini-mum of 5 training sessions and meetings

May 24, 2022:
- Depart for Europe with students

June 26, 2022:
- Conclude your Group Leader duties

Application Process:
1. Submit completed application form and additional materials on the https://oxford.gatech.edu/content/group-leader-application before December 17th, 2021
   ⇒ NOTE: Group Leader applicants must have written confirmation to be released from home department in order to have application reviewed.
2. Panel interviews for finalists will be conducted by OIE staff members.
3. All final decisions will be made by the Program Director.
Georgia Tech’s Oxford Study Abroad Program

Group Leader Application

Group Leader Details:

⇒ GLs must be U.S. citizens employed as full-time faculty or staff at GT with exempt salary status.
⇒ Employee classification must be exempt & non-hourly status.
⇒ The following expenses are covered for travel Group Leaders:
  ♦ Round-trip airfare
  ♦ Housing
  ♦ Most breakfasts and some dinners
  ♦ Transportation between cities
  ♦ Entrance to all class excursions
  ♦ Reimbursed ~$90/day for per diem
⇒ Group leaders don’t receive a salary from the Oxford Program. Group leaders must have approval from their home departments to be paid while gone from the office throughout the travel portion.
⇒ Visitors outside the program are highly discouraged. Spouses, partners, family members, or friends’ visits at any point during a portion of the program must be approved by the Program Director. The group living arrangements and the program schedule do no accommodate dependent children.

Please contact Andrea Henriquez Oxford Program Coordinator with any questions:
404.894.7475 or oxford@oie.gatech.edu

Group Leader Responsibilities:

⇒ Assist the on-site logistical expert (European Tour Guide) for the travel portion of the program
♦ Help check the group into hotels, museums, restaurants, etc.
♦ Assist in coordinating transportation to excursions & cities
♦ Assist professors with classroom set up and breakdown
⇒ Serve as the on-site liaison between OIE & the Dean of Students
⇒ Monitor and help with issues regarding student health, discipline, safety, and well-being
⇒ Assist faculty members
⇒ Accompany students on international flight to 1st destination city
⇒ Maintain professional conduct and uphold Georgia Tech policies & procedures at all times
A Completed Application Includes:

- Current Resume (submitted in webform)
- Personal Information & Short Essays (submitted in webform)
- Departmental Signature of Approval Form (submitted in webform)
- Two Reference Questionnaires in sealed/signed envelopes (mailed, emailed, or faxed to OIE)

***Please submit your resume, personal information & essays via the online application. NO HARD COPIES

***Reference Questionnaires can be mailed to:
Office of International Education
Attn. Andrea Henriquez
631 Cherry Street, Suite 211

Please include the following Personal Information at the top of your essays (not in paragraph form):

Title (Dr, Mr, Ms):
Name:
Title at GT:
Department:
Campus Mailing Address:
Office Phone number & Email:

Group Leader Short Essays:

Please write one paragraph to answer each of the following questions:

1. What characteristics do you have that would make you a good candidate for this position?
2. Have you had any experience leading or organizing events for large groups of people?
3. Please describe your experience in travel. What countries have you visited? Was the travel work-related or vacation? How long? Have you lived abroad?
4. What are some of the duties of this position that you think you might enjoy doing?
5. What are some of the duties of this position that you think you might NOT enjoy doing?
6. What is the most challenging yet rewarding obstacle you have ever overcome?

Questions? Email oxford@oie.gatech.edu
I understand that the role of GT Oxford Study Abroad Program Travel Group Leader is an unpaid position (unless supported by the home department). I agree to abide by Georgia Tech Policy while participating as a Travel Group Leader.

By signing below, I indicate that I have read and understood all of the above information.

_______________________________________________ _____________________ 
(Signature of Applicant) (Date)

I agree to allow this employee to have release time from the Georgia Tech Atlanta Campus to fulfill his or her duties with the GT Oxford Study Abroad Program.

______________________________________________ _____________________
(Direct Supervisor of Applicant) (Date)
Dear Sir or Madam:

The person named on the following page of this form has applied for a position as a Group Leader on the Georgia Tech Oxford Study Abroad Program. Your honest appraisal of this applicant will assist us in determining if the applicant is suitable to participate in this role with our program.

The applicant must possess responsibility, flexibility, and a high level of integrity – he or she must be able to adapt to different cultures and a grueling schedule all while leading a group of 45+ college students through continental Europe.

Please make an objective assessment of the character and abilities of the applicant. Any additional comments which will help us determine the suitability of the applicant are appreciated. Your quick response is encouraged, as we are unable to proceed with the application without your reference. If you wish to share any reservations about the suitability of this applicant in private, please contact Margaret Wright, the program assistant, at 404-894-7475. (Your responses to this questionnaire will also be kept confidential.)

This Reference Questionnaire should be completed by a current employer, past employers, and/or coworkers or teammates (current or past). We cannot accept references from family members, relatives or friends.

Please return the complete Reference Questionnaire to the applicant in a sealed envelope as soon as possible.

Description of the Oxford Program:

During the program, students travel by bus to 8-9 European cities for 5 weeks while taking 2 courses; each group consists of roughly 55 students. Accompanying these students are 2 Professors and 1 Group Leader, and 1 logistical liaison. Students attend lectures, hear from guest lecturers and tour guides and make numerous visits to sites that contribute to the courses in which they are enrolled. Professors and Group Leaders accompany the students on all course-related excursions. Group Leaders are the on-site logistical experts for the travel portion of the program. Group Leaders are also the on-site liaisons with the following: OIE and Dean of Students (regarding student discipline). Group Leaders monitor and oversee issues regarding student health, safety and well-being. Group Leaders assist the faculty with logistical details regarding the academic portion of the program. The “Continental Portion” of the program is fast-paced, intense, and requires stamina and physical ability.
Applicant’s Name___________________________________________

To be completed by reference after reading the introduction. Because of the important responsibilities in a program involving students, your honest appraisal of the applicant is of the utmost importance. The information you provide is appreciated and will remain confidential.

Name of Reference:___________________________ Signature: _________________________________

Email:______________________________________ Phone: ____________________________________

Department/Company:_________________________ Position/Title:______________________________

Please check the items for which you have sufficient knowledge about the applicant:

<table>
<thead>
<tr>
<th>Item</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Not Applicable/ Unable to Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Work habits/organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Adaptability/flexibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Relationship with co-workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Leadership abilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Ability to work in groups</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Ability to relate to students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Ability to handle ambiguity &amp; situational stress (ex: last-minute changes to schedule)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Perseverance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Understanding of appropriate boundaries with students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Under each heading, check the phrase which most accurately describes the applicant:

1. Ability to direct and influence others:
   □ Exceptional leadership qualities
   □ Usually successful in leading others
   □ Unreliable leadership qualities

2. Ability to work and cooperate with others:
   □ Gets along exceptionally in groups—a team player
   □ Will cooperate in most circumstances
   □ Gives limited cooperation—better suited to solitary work

3. Ability to relate to and give guidance to students:
   □ Students naturally get along very well with applicant
   □ Students adequately participate
   □ Students often ignore instruction

4. Ability to follow through with job assignments:
   □ Completes tasks promptly, often does more than expected
   □ Completes assigned tasks at own pace
   □ Needs constant supervision to complete work

5. Ability to control emotions:
   □ Well balanced, good control
   □ Average ability to control emotions
   □ Frequently irritated, impatient, or depressed

6. How would you rate the applicant as a role model for students:
   □ Excellent
   □ Very Good
   □ Fair
   □ Poor

7. What is your relationship to this person?

__________________________________________________________________________________________________________

8. How long have you known this applicant?

__________________________________________________________________________________________________________

9. Does the applicant show signs of any behavior which you feel would cause a concern when working directly with students? Please explain:

__________________________________________________________________________________________________________
__________________________________________________________________________________________________________

10. Please comment on the applicant’s suitability for this program (Use separate piece of paper if necessary):

__________________________________________________________________________________________________________
__________________________________________________________________________________________________________