



Georgia Tech's Oxford Study Abroad Program

Group Leader Application Summer 2024

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

February 23rd, 2024 at 5:00PM:

- Applications due in OIE
- Webform Submissions only- No hard copies

Spring Semester 2024

- Group Leaders must be available to attend several training sessions and meetings

May 21, 2024:

- Depart for Europe with students

June 25, 2024:

- 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 February 23rd, 2024
- ⇒ 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.



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Group Leader Application

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

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
 - ◆ 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 not accommodate dependent children.



Please contact Jason Seletos Oxford Program Coordinator with any questions:

404.894.7475 or oxford@oie.gatech.edu

Oxford Group Leader

February 23rd, 2024

LAST DAY TO SUBMIT

A Completed Application Includes:

- Current Resume (submitted in webform)
- Personal Information & Short Essays (submitted in webform)
- Departmental Signature of Approval Form (submitted in webform)

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

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?

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:

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: Questions? Email oxford@oie.gatech.edu
:.....



Georgia Tech's Oxford Study Abroad Program

Departmental Signature of Approval Form

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)