



# Georgia Tech's Oxford Study Abroad Program

## Group Leader Application Summer 2025

### About the Oxford Program:

**G**eorgia 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 ID & 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 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 16, 2024 at 5:00PM:**

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

#### **Spring Semester 2025**

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

#### **May 27, 2025:**

- Depart for Europe with students

#### **June 29, 2025:**

- 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 16, 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 flights to first destination city
- Maintain professional conduct and uphold Georgia Tech policies & procedures at all times.

### Group Leader Details:

- Group Leaders 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 for Institute approved per diem
- Group Leaders don't receive a salary from the Oxford Program. Group Leaders must have approval from their home department 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 Allison Griffin, Oxford Program Manager with any questions:  
[allison.griffin@oie.gatech.edu](mailto:allison.griffin@oie.gatech.edu)

# Oxford Group Leader

December 16, 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 [allison.griffin@oie.gatech.edu](mailto:allison.griffin@oie.gatech.edu)  
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# 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.

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(Signature of Applicant)

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(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.

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(Direct Supervisor of Applicant)

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(Date)