Georgia Tech's Oxford Study Abroad Program

Group Leader Information

About the Oxford Program

Georgia Tech's Oxford Program takes place every summer and is composed of two sections: **Travel** & **In-Residence**. The program begins with 5 weeks of travel, as students journey by bus through multiple European cities in travel groups consisting of 55 students, 2 professors, a European Tour Guide, and **a GT Group Leader**. Students take two courses during this portion of the program, attending lectures and visiting historic and cultural sites that directly support their coursework. After 1 week studying in Atlanta and 5 weeks of experiential learning across Europe, students complete their ID & MUSC courses and depart for **Oxford, England** where they spend the next 6 weeks In-Residence and complete two more courses. Once students arrive in Oxford, the duties and responsibilities of the Group Leader for the travel portion conclude.

A Typical Day on the Road

7:00 AM – Catch up with the group at breakfast

8:00 AM – Lead students to 1st excursion

10:30 AM – City walking tour

12:00 PM – Grab a quick lunch

1:30 PM – Meet students at museum #2

3:00 PM – Free time

3:15 PM – Not so fast… a student needs a doctor's visit

7:00 PM – Meet students at concert

10:00 PM – Done for the day

10:30 PM – Start preparing for tomorrow

Important Dates

December 23, 2026 at 5:00 PM:

- Applications due to OIE here
- Webform submissions only - NO hard copies

Spring Semester

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

May 25, 2027:

- Depart for Europe with students

June 29, 2027:

- Conclude your Group Leader duties



Application Process

1. Submit online application form with required documents before deadline.
   - ▶ NOTE: Group Leader applications will not be reviewed without written confirmation to be released from home department.
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 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 and cities
  - Assist professors with classroom set up and breakdown.
- Serve as the on-site liaison between the Office of International Education & 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**.
- 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 do not receive a salary from the Oxford Program** and must have approval from their home department to be paid while away from the office for program travel.

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Visitors outside the program are **highly discouraged**. Spouses, partners, family members, friends, and any other non-participants MUST have prior approval from the Program Director to visit at any point during the program. The group living arrangements and program schedule do not accommodate dependent children.

Please contact Cassie Danekes, Oxford Program Manager with any questions:
cassie.danekes@oie.gatech.edu

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Group Leader Information

A Completed Application Includes:

- ☐ Current Resume
- ☐ Personal Information & Short Essays
- ☐ Departmental Signature of Approval Form

All essay responses & required documents must be submitted directly in the online application. **NO HARD COPIES!

Group Leader Short Essays

Applicants must respond to each of the following prompts in the online application (one paragraph):

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 previous travel experience. What countries have you visited? Was the travel work related, or vacation? For how long? Have you lived abroad?
4. What are some of the duties of this position that you think you may enjoy doing?
5. What are some of the duties of this position that you think you may NOT enjoy doing?
6. What is the most challenging, yet rewarding obstacle you have ever overcome?

Last Day to Submit:
December 23 at 5:00 PM

Access the Oxford Group Leader Application online at:

https://oxford.gatech.edu/group-leader

Questions? Email
cassie.danekes@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 Signed

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

Signature of Applicant's Direct Supervisor

Date Signed

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