The Program Assistant (PA) is an unpaid internship position responsible for supporting and communicating about the international field experiences. **PA’s will have the cost of a field experience trip in conjunction with an international studies course substantially subsidized.** The PA is responsible for the following:

- Assist with creating course curriculum – establish objectives, activities, assignments, etc. online, in class, and during the field experience
- Assist with leading some pre-travel online and in class course discussions and group meetings
- Present academic information in class
- Help lead course processing sessions during field experience
- Assist group leader with supervision of participants during field experience
- Help guide students with final projects and presentations upon returning

Other responsibilities include:

- Meet with professor on a weekly basis at a scheduled time
- Attend all scheduled class times
- Sign all confidential forms and keep all course and student information confidential per FERPA regulations
- Register for the trip and provide the $95.00 nonrefundable fee as well as any costs not subsidized through this position
- Complete all the necessary paperwork for the trip and obtain a valid passport
- Pay for any credit hours and fees associated with using this experience for credit

PA’s may use this as a credit-earning independent study or internship, or receive credit for the Community Development International Experience Course. It is not a requirement to use this experience for credit. Regardless, certain rules and regulations apply.

Qualifications:

- Junior or Senior standing
- Strong GPA
- History of diverse campus involvement including significant leadership roles
- Active community engagement including volunteering
- Experience supervising other students and/or actively communicating college programs and policies (e.g., RA, Mentor, RHA Rep., Student Ambassador, Top Cat, CATS Tutor, etc.)
- Education, social science, marketing majors may be most relevant, but all majors are encouraged to apply

To apply for this position, please submit the following to Julie Taylor-Costello:

- Letter of interest, clearly articulating how your experiences and education are relevant to this position. **Highlight the skills you have that will help you in this position and skills you hope to gain or strengthen through this position.**
- Updated resume which highlights your leadership roles and experiences – please indicate your responsibilities within those roles as well
- Reference form, to be completed by a faculty or staff on campus who can speak to your ability to perform in a position such as this (please see attached)
PeruQuest International Field Experience
Program Assistant Position

Please complete the top portion of this form and then forward to a faculty, staff member, academic advisor or dean. Forms must be submitted directly to Danny Hayes. The deadline for this application is September 21, 2015!

Applicant’s name __________________________________________________________

Academic Major ___________________________________________________________

I (circle one) do    do not waive my right of access to the information contained herein.

Applicant’s signature _____________________________________________________

Date_______________________

To be completed by person providing reference.
The above named individual has applied for an International Field Experience Program Assistant position. In this position, students will be responsible for the following:

• Assist with creating course curriculum – establish objectives, activities, assignments, etc. online, in class, and during the field experience
• Help load coursework, grade book information, announcements, and assignments into Blackboard
• Assist with leading some pre-travel online and in class course discussions and group meetings
• Help lead course processing sessions during field experience
• Assist group leader with supervision of participants during field experience
• Help guide students with final projects and presentations upon returning
• Assist with assessing student work
• Create and maintain comprehensive documentation of entire program experiences utilizing a variety of e-media/media (video, blogs, photography, Skype, journals, etc.) – to be shared with the campus and other communities

Please rate this individual on the following characteristics as best as you are able. Below each characteristic, please provide any comments you feel relevant for this purpose.

Motivation—dedication to work and studies
EXCELLENT    GOOD    AVERAGE    FAIR    POOR
Elaboration/Specific Examples/Comments:

Self Confidence—belief in their ability to accomplish tasks and succeed under variable conditions
EXCELLENT    GOOD    AVERAGE    FAIR    POOR
Elaboration/Specific Examples/Comments:
Coping skills—ability to deal with stress, ambiguity, etc.
EXCELLENT  GOOD  AVERAGE  FAIR  POOR
Elaboration/Specific Examples/Comments:

Communication skills—oral and written ability to convey information to others
EXCELLENT  GOOD  AVERAGE  FAIR  POOR
Elaboration/Specific Examples/Comments:

Interpersonal skills—ability to work well with others
EXCELLENT  GOOD  AVERAGE  FAIR  POOR
Elaboration/Specific Examples/Comments:

Scholastic aptitude—ability to learn new facts and concepts
EXCELLENT  GOOD  AVERAGE  FAIR  POOR
Elaboration/Specific Examples/Comments:

Overall potential for successful international study
EXCELLENT  GOOD  AVERAGE  FAIR  POOR
Elaboration/Specific Examples/Comments:

Signature ________________________________________________

Print name _______________________________________________

Please mail or email this completed form by September 21, 2015 directly to:
Danny Hayes
Criminal Justice Instructor
TJM 317
dhayes@peru.edu
402-872-2307