

# **Program Associates**

**Global Institute for Secondary Educators**  
**Mandela Washington Fellows Civic Leadership Institute**  
**Mandela Washington Fellows Public Management Institute**  
5-6 positions available

The Center for African Studies (CAS), the Global Education & Training (GET) unit, and the Department of African American Studies anticipates hosting three international institutes on behalf of the U.S. State Department Bureau of Educational and Cultural Affairs on the Champaign campus in the summer of 2016: the Global Institute for Secondary Educators and the Mandela Washington Fellowship (MWF) Civic Leadership and Public Management Institutes. These intensive six-week, residential Institutes will bring 70 international visitors (20 secondary teachers from 20 nations, and 50 community leaders, public servants, elected officials, and non-profit organization workers from across the African continent) for an interdisciplinary examination of American culture, history, and society. The groups engage in lectures and pedagogy workshops, panels, and discussions with educators, government officials, and community residents, go on local site visits, and have sustained engagement with the host community. The Global Institute also goes on study tours to Washington D.C., Texas, and New York to introduce participants to the cultural and geographic diversity of the U.S. For more information on previous Global Institutes please visit:

<http://publish.illinois.edu/uiucglobalinstitute/>. For an overview of the Mandela Washington Fellowship please see: <https://www.irex.org/application/host-young-african-leaders-your-campus-summer-2016>

**MWF positions available:** 3-4 Graduate hourlies, May 16-July 31, 2016

**Anticipated Global Institute positions:** 1-2 Graduate hourlies, May 16-July 31, 2016

**Hours:** 1-2 hours per week (May 16-June 15); 40 hours per week (June 16-July 31)

**Salary:** position pays \$18/hr

**Duties:** Program Associates will be hired and assigned to work on only one of the Institutes. Under the direction of the Institute Director, Associates will assist with the administrative and programmatic running of the Institute programs. These duties include, but are not limited to, the following: daily setting up of technology and preparing the room, updating the program web site, preparing program materials such as course readings and documents with travel information and local resources, assisting with event set up and coordination, assisting with travel arrangements and logistics, chaperoning (sometimes involves driving a van) the group of international participants (in the assigned Institute) on local site trips, and assisting with local resources and orientation during their stay in Champaign. Some work takes place after regular 9-5 business hours, on weekends, and on holidays. Accompanying the group on long-distance study tours may be requested; travel expenses will be covered by the program.

**Qualifications:**

***Required:***

- The ability to communicate effectively, both orally and in writing
- Ability to work in a team environment
- Ability to work quickly and with attention to detail
- Flexibility and willingness to perform a wide range of tasks
- Experience working with people from other cultures/countries
- Demonstrated dependability, initiative, maturity, and professionalism at all times
- Valid driver's license and ability and willingness to drive a large van

***Desirable:***

- Current enrollment in a CoE or Agriculture Education doctoral program, enrollment in Foreign Language Education Program, research and/or work in global studies, in-service or pre-service teacher, graduate work in Global Studies in Education, Fellow in the graduate level Civic Leadership Program
- Completion of a student-teaching practicum
- Experience working with K-12 educators and/or as an educator
- Experience and/or work with the Cline Center for Democracy
- Familiarity with Word Press ([publish.illinois.edu](http://publish.illinois.edu)) web site maintenance
- Travel experience (preferably international)
- Interest in international education, American Studies, social studies, foreign language education, cultural studies, leadership studies, public management, civics education, community organization

***To apply, please submit a resume, cover letter, and contact information for two professional/academic references by March 1, 2016 to***

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If you prefer to work for a particular program (MWF Public Management, MWF Civic Leadership, or the Global Institute) please indicate this in your cover letter.

Applications will be considered on a rolling basis with some interviews conducted before the close date. No hires will be made until after the application period ends and all applications have been reviewed and considered.