

Overseas & Off-Campus Program Program Assistant Request

Program:

Semester/Year:

Request Date:

Leader Name:

Decisions about the assignment of an assistant leader are tailored to each specific program year. In some cases, the Department of Overseas and Off-Campus Programs determines that a program assistant is required. In other cases, decisions about assistants are made in consultation with program leaders who may submit a request after meeting with the Director of Overseas and Off-Campus programs.

In all cases, the faculty leader submits a request that addresses the following considerations:

- Description of the assistant's projected responsibilities and why they are necessary for a successful program
- Size of student group
- Extent of staffing and support provided by partner institutions
- Extent of faculty leader teaching, administrative, and program development responsibilities
- Precedent and demonstration of need based on previous programs

If you have identified a candidate for assistant leader, please describe their qualifications and provide a resume or c.v.