

**ICISP Parkland College Study Abroad  
Summer Liaison, Dijon, France  
Study Abroad Information and Application**

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**Bonjour! Vive la France!** The Illinois Consortium for International Studies and Programs and Parkland College are pleased to provide a professional development opportunity for full-time faculty, administrators, and professional support staff who are members of ICISP-member institutions. The Liaison position at The International Center for French Studies (CIEF), which is part of the University of Bourgogne in Dijon, France, is designed to provide the opportunity to experience first-hand living and interacting with students and colleagues in an international setting.

This exciting opportunity is available for four weeks during the summer, usually the month of July. Individuals interested in applying should review all program materials provided to students.

**General Information**

Dijon, France, located at the crossroads of Europe, is a lively, progressive university city of over 250,000 inhabitants. Capitol of gastronomy and gateway to the prestigious vineyards of Burgundy, Dijon is exceptionally rich in history and art. Heir to the splendors of the glorious court of the Dukes of Burgundy, Dijon boasts numerous monuments, museums, and architectural jewels including churches, cathedrals, and private residences dating from the Middle Ages.

The ICISP Liaison selected for this appointment will have a private dormitory single bed room, full bathroom, and small refrigerator provided. Kitchen facilities with shared stovetops and microwave are on each floor in the University of Bourgogne's residence hall. Students will live in the same residence hall. Contact between students and the Liaison during the course of daily activities is frequent. Because of the nature of the accommodations, the ICISP Liaison may not bring a spouse/partner or children. Applicants to the Liaison position at the CIEF at the University of Bourgogne should strongly consider the living arrangements prior to submitting an application.

***Please note that a minimum number of ICISP students must attend the CIEF at the University of Bourgogne for a Liaison to participate in the program;*** the program has historically met the required number of participants. The Liaison selected for the summer program will be notified by March 15 if this minimum requirement has not been met. Before applying, please confirm that this condition is an acceptable one for you and your college.

**Liaison Qualifications**

- ICISP full time employees must be fully supported by home college, as follows: Release time, if necessary, to participate in recruitment activities and orientation at Parkland College, coverage for insurance liability; salary as determined by home institution
- Experience with leading groups, domestically or abroad
- Good interpersonal relations with students and colleagues
- Flexibility and ability to adapt to different cultural setting.
- Fluency in French is desirable but not required.

*The Illinois Consortium for International Studies and Programs (ICISP) recognizes that systemic racism is pervasive within our society and actively commits to advancing anti-racist practices by creating an environment that is inclusive to all, celebrates and honors diversity, and promotes individual growth and social responsibility for success in a global world. ICISP strives to eliminate structural racism and inequities within the organization, education abroad, global professional development programming, and campus internationalization efforts.*

### **Liaison Responsibilities**

The Liaison assigned to this program will be expected to fulfill the following responsibilities:

- Assist with recruiting participants to program.
- Oversee and provide leadership for the program and student service needs of students in France.
- Assist ICISP students with the adjustment to living in a different culture.
- Serve as chaperone for Paris and Provence trips.
- Monitor students' independent travel.
- Perform administrative duties of the program as needed.
- Provide advisement to students as needed.
- Hold on-campus office hours.
- Through the appropriate officers of the CIEF and RIE, assist in solving problems which arise.
- Provide all appropriate information and communicate regularly with the program coordinator and ICISP.
- Assist with planning student orientation session.
- Attend the student orientation prior to the trip (usually held on Saturday in late May or early June).
- Communicate regularly with the ICISP France study abroad program coordinator.

One of the primary responsibilities of the Liaison is to assist the ICISP students attending the study abroad program in Dijon. As such, the Liaison is required to restrict personal travel to those times when classes and/or cultural excursions are not in session. The Liaison should not commit to teaching any on-line courses at their home institution while assigned to the Dijon study abroad program. The Liaison assigned to the Dijon study abroad program will be required to sign an agreement verifying that the above responsibilities are understood and agreed upon.

### **Compensation**

The Liaison will agree to the following compensation arrangements:

- Salary: Paid by home college, as determined by home institution policies.
- Housing: provided to the Liaison at the university residence hall (RIE) from the start of term to the official end of term.
- Airfare: Roundtrip economy international airfare is paid by Parkland College up to \$1500 USD.
- Transportation to/from the U.S. departure airport is the responsibility of the Liaison. Transportation from Paris to Dijon will be provided to Liaison. Transportation back to airport is the responsibility of liaison.
- Bus/metro pass for month of stay provided.
- Group trips for Paris and Provence included. Standard package that is listed in student package such as hotel, transportation, and group activities.
- Passport: Paid by Liaison
- Meal stipend and or Extra Allowance: determined by home college policies. Not provided as part of the position.
- Tuition for French course (optional): Paid by Liaison or home college.

Are you applying for other ICISP visiting faculty positions or plan to lead study abroad programs during AY2025-26?

Yes No

If yes, please specify the time of the assignments and destination.

Have you served as ICISP visiting faculty in the past?

Yes No

If yes, specify what year and country/program.

**Application for the Liaison Position Summer  
CIEF, University of Bourgogne, Dijon France**

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Name \_\_\_\_\_

Discipline(s) \_\_\_\_\_

Home College \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus Phone \_\_\_\_\_ Campus E-Mail \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home E-Mail: \_\_\_\_\_

In addition to the above application, interested candidates must also include:

- A cover letter outlining the following:
  - Why they wish to serve as the liaison to the program in France.
  - Previous international experience, if any.
  - Experience with leading groups, domestically or abroad
  - Ability to work with a diverse group of people.
  - Flexibility and ability to adapt to different cultural settings or
  - French language experience.
- A curriculum vitae limited to three pages.

**The deadline for receipt of all materials is October 15, 2025.** Incomplete or late applications may not be considered. Those applicants selected for an interview will be notified by telephone. In the event of a very large pool, there may be a two-step interview process, with the first round of interviews to be conducted by telephone. Finalists will then be interviewed in person at Parkland College or by video conferencing.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Division/Dept. Chair signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Dean signature \_\_\_\_\_ Date \_\_\_\_\_

Vice-President/CAO signature \_\_\_\_\_ Date \_\_\_\_\_

Campus ICISP Rep. signature \_\_\_\_\_ Date \_\_\_\_\_

**Please email completed applications to:**

Karen Huber, ICISP

Email: [Karen.huber@heartland.edu](mailto:Karen.huber@heartland.edu)

Mailing address:

Karen Huber, ICISP

Heartland Community College

1500 West Raab Rd, Normal, Illinois 61761-9446

Phone number: (309) 268-8681 Fax number: (309) 268-7981

**For more information about this program, please contact:**

Jody Littleton, Dijon France Program Coordinator

Email: [jlittleton@parkland.edu](mailto:jlittleton@parkland.edu)

Phone: 217-351-2532